

4.8.7 Freezes

This process allows the user to "flag" available NASA Property for potential utilization or disposition by entering various freeze data. The freeze data includes the name of the person interested in the item, their agency or company, and the quantity requested. The freeze data also identifies whether or not the necessary paperwork to process the final transaction has been received. This process allows the user to add, change or delete a freeze record.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the NPDMS MAIN MENU (NDO000MB) type **5** at Enter Selection to access the TRANSACTION MENU (ND5000MA).
- Press **<Enter>**.

The TRANSACTION MENU screen (ND5000MA) is displayed.

ND5000MA / ND5000PA	NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM TRANSACTION MENU TX	03/01/01 14: 17: 38 MSXXX
Selections:		
1 Add	8 Reversal	
2 Change	9 Convert Case to Component	
3 Delete	10 Convert Component to Case	
4 Receipt	11 Enter SRD and GSA Control No	
5 Sales	? In any field for Help	
6 Exchange (Trade-In)	. Exit Transaction Process	
7 Freezes and Dispositions (Includes Scrap and Surveys)		
Enter Selection: ____		
Prop Case No: 804101	Item Id: ____	
ECN: ____	Cust Acct No: ____	
ERN: ____	(For Reversal only)	
Trans Id: ____	(Process Final Disposition w/o Freeze)	
Navigation: _____		
Enter- PF13- -PF14- -PF15- -PF16- -PF17- -PF18- -PF19- -PF20- -PF21- -PF22- -PF23- -PF24- -		
HELP LOPF PREV RVW CNCL CLEAR EXIT		

INPUT DATA

- Enter Selection input value = 7
- Prop Case No (mandatory)
- Item Id (optional)
- Press <Enter>.
- If the property is a component system and the Item Id field is not entered, NPDMS displays the (ND4110MM) Component System Item Selection screen to select the item for freeze.

Appropriate data fields are populated and displayed by the system.

INPUT DATA

- Enter the Line No to process input values = **1 - 8**
- More input value = **Y**
- Press **<Enter>**.
- If the Component System has more than 8 component system items, type **Y** at More. The screen displays an additional 1 - 8 component system items for selection.

4.8.7.1 Add Freeze

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

584

if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- Component System records are processed one item at a time.
- From the TRANSACTION MENU (ND5000MA), type **7** at Enter Selection, Prop Case No, and (optionally) Item Id.
- Press **<Enter>**. NPDMS displays the appropriate data on the FREEZE TRANSACTIONS screen (ND5100MA), and places the cursor at the first input field.

```

                                NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM      03/01/01
ND5100MA / ND5100PA              FREEZE TRANSACTIONS                        14: 52: 46
                                F                                              MSXXX
Prop Case No: 8041015332S097      Item ID: 01      ECN: G031461
Local Ref No:                      Component System N
  Item Name:  COMPUTER, MICRO      Turn-In Doc No:
  Item Desc:                      NASA Wide End Date: 12 / 19 / 95
Current Available Qty: 1           OFA Scrng End Date: 12 / 20 / 95
Unfrozen:      1 Frozen: 0        GSA Rpt Date: 01 / 10 / 96
===== FREEZE INFORMATION =====
Choice   Freeze      Delinquent      Qty   Priority   Freeze   Refer   Print
         Date        Date              Ind       Type   Susp   Doc (Y/N)
-    03   01  2001   03  15  2001   -       -       -       -
  Name: _____ Agency: _____ Phone: ( ____ ) ____ - ____
-    03   01  2001   03  15  2001   -       -       -       -
  Name: _____ Agency: _____ Phone: ( ____ ) ____ - ____
-    03   01  2001   03  15  2001   -       -       -       -
  Name: _____ Agency: _____ Phone: ( ____ ) ____ - ____
(A=Add new freeze, C=Change freeze, D=Delete freeze, P=Process existing freeze)
Next Prop Case No: 804101 _____ Next Item ID: ____
Navigation: _____ More: N
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW  CNCL      PGUP  PGDN      EXIT

```

INPUT DATA

- Choice input value = **A**
- Freeze Date input format = **MM/DD/YYYY**
- Delinquent Date input format = **MM/DD/YYYY**
- Qty
- Priority Ind input value = **1, 2, or 3**
- Freeze Type input values = **N, E, F, or D**
- Refer Susp input values = **R, S, or blank**
- Print Doc input value = **Y or N**

- Name
- Agency
- Phone
- Next Prop Case No
- Press **<Enter>**.
- The system verifies all user entered data in accordance with the Data Dictionary from left to right and top to bottom and displays appropriate error and warning messages with the cursor placed at the first field in error. There is no further processing, until all errors are corrected.

If Print Doc equals **Y**, NPDMS displays the pop-up window (ND5100MB).

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM
FREEZE TRANSACTIONS

ND5100MA /
ND5100MB

Mark the document(s) you wish printed

☐ Print NASA 811 ('Y')
☐ Print NASA 812 ('Y')
☐ Print SF-120 Correction ('C')
☐ Print SF-120 Withdrawal ('W')
☐ Print DD-1348-1A ('Y')
☐ Print Foreign Disposal Approval Form ('Y')

Enter 'C' to Cancel:

Prop Case
Local Ref
Item Na
Item De
Current Av
Unfrozen
=====

Choice

A 03
Name: MARSHALL SPACE FLIGHT CENTER Agency: HUD Phone: (205) 544 - 5555

- 03 01 2001 03 15 2001 Agency: Phone: () -

- 03 01 2001 03 15 2001 Agency: Phone: () -

(A=Add new freeze, C=Change freeze, D=Delete freeze, P=Process existing freeze)

Next Prop Case No: 804101 Next Item ID:

Navigation: More: N

Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---

HELP LOPF PREV RVW CNCL PGUP PGDN EXIT

Enter 'C' to Cancel:

INPUT DATA

- Print NASA 811 input value = **Y** or **blank**
- Print NASA 812 input value = **Y** or **blank**
- Print SF-120 Correction input value = **C** or **blank**
- Print SF-120 Withdrawal input value = **W** or **blank**
- Print DD-1348-1A input value = **Y** or **blank**
- Print Foreign Disposal Approval Form input value = **Y** or **blank**
- Enter 'C' to Cancel input value = **C** or **blank**
- Press **<Enter>**.

NOTE: On the basis of previously entered data, the cursor only moves to the applicable documents that need printing.

If Print NASA 811 or Print NASA 812 equals **Y**, NPDMS displays the pop-up window NDXSRVMA Disposal Reason/Survey Comments. If you enter **C** to Cancel, NPDMS displays the FREEZE TRANSACTIONS screen (ND5100MA).

NDXSRVMA	Disposal Reason/Survey Comments
Disposal Reason:	
<hr/>	
<hr/>	
<hr/>	
<hr/>	
<hr/>	
<hr/>	
<hr/>	
<hr/>	
Survey Comments:	
<hr/>	
<hr/>	
<hr/>	
<hr/>	
Enter 'C' TO Cancel: _	

INPUT DATA

- Disposal Reason
- Survey Comments
- Enter 'C' to Cancel input value = **C** or **blank**
- Press **<Enter>**.

If Print Foreign Disposal Approval Form equals **Y**, NPDMS displays the pop-up window NDXSRVMA Disposal Reason/Survey Comments. If you enter **C** to Cancel, NPDMS displays the FREEZE TRANSACTIONS screen (ND5100MA).

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM FREEZE TRANSACTIONS	
ND5100MA /	ND5100MC Property Transaction Description:
Prop Case	_____
Local Ref	_____
Item Na	_____
Item De	_____
Current Av	
Unfrozen	
=====	Enter 'C' to Cancel: _
Choice	
A 03	
Name: Marshall Space Flight Center	Agency: MSFC Phone: (205) 544 - 5555
- 03 01 2001 03 15 2001	Name: _____ Agency: _____ Phone: () -
- 03 01 2001 03 15 2001	Name: _____ Agency: _____ Phone: () -
(A=Add new freeze, C=Change freeze, D=Delete freeze, P=Process existing freeze)	
Next Prop Case No: 804101	Next Item ID:
Navigation: _____	More: N
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -	
HELP LOPF PREV RVW CNCL	PGUP PGDN EXIT

INPUT DATA

- Property Transaction Description
- Enter 'C' to Cancel input value = **C** or **blank**
- Press **<Enter>**.

If Print SF-120 Correction equals C, or Print SF-120 Withdrawal equals W, NPDMS displays the WITHDRAWAL/CORRECTION NARRATIVE pop-up window (ND5100MD). If you enter 'C' to Cancel, NPDMS displays the FREEZE TRANSACTIONS screen (ND5100MA).

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM	
FREEZE TRANSACTIONS	
ND5100MA /	ND5100MD
Prop Case	GSA Withdrawal Approval Date:
Local Ref	Withdrawal/Correction Narrative:
Item Na	_____
Item De	_____
Current Av	_____
Unfrozen	_____
=====	
Choice	Enter 'C' to Cancel: _
A 03 Name: Marshall Space Flight Center Agency: MSFC Phone: (205) 544 - 5555 - 03 01 2001 03 15 2001 Name: Agency: Phone: () - - - 03 01 2001 03 15 2001 Name: Agency: Phone: () - - (A=Add new freeze, C=Change freeze, D=Delete freeze, P=Process existing freeze) Next Prop Case No: 804101 Next Item ID: Navigation: More: N Enter- PF13- -PF14- -PF15- -PF16- -PF17- -PF18- -PF19- -PF20- -PF21- -PF22- -PF23- -PF24- - HELP LOPF PREV RVW CNCL PGUP PGDN EXIT	

INPUT DATA

- Withdrawal/Correction Narrative
- Enter 'C' to Cancel input value = **C** or **blank**
- Press **<Enter>**.
- NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.
- If **C** is entered to Cancel, NPDMS displays the FREEZE TRANSACTIONS screen (ND5100MA).
- The system generates a F00 Transaction and unique Property Transaction ERN.
- NPDMS displays the message 'Record Successfully Added - ERN Assigned Is N10' on the FREEZE TRANSACTIONS screen (ND5100MA).

4.8.7.2 Change Existing Freeze

This process allows the user to change existing Freeze data (quantity requested, requestor name, phone number, etc.).

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- Component System records are processed one item at a time.
- From the TRANSACTION MENU (ND5000MA), type **7** at Enter Selection, Prop Case No, and (optionally) Item Id.
- Press <Enter>. NPDMS displays the appropriate data on the FREEZE TRANSACTIONS screen (ND5100MA), and places the cursor at the first input field.

```

                                NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM
ND5100MA / ND5100PA          FREEZE TRANSACTIONS          03/01/01
                                F                             14: 52: 46
                                MSXXX
Prop Case No: 8041015332S097      Item ID: 01      ECN: G031461
Local Ref No:                      Component System: N
Item Name: COMPUTER, MICRO        Turn-In Doc No:
Item Desc:                        NASA Wide End Date: 12 / 19 / 95
Current Available Qty: 1          OFA Scrng End Date: 12 / 20 / 95
Unfrozen: 1 Frozen: 0            GSA Rpt Date: 01 / 10 / 96

===== FREEZE INFORMATION =====
Choice   Freeze   Delinquent   Qty   Priority   Freeze   Refer   Print
         Date     Date          Ind    Ind      Type    Susp    Doc (Y/N)
-    03   01   2001   03   15   2001   -    -    -    -    -    -
   Name: _____ Agency: _____ Phone: ( ____ ) ____ - ____
-    03   01   2001   03   15   2001   -    -    -    -    -    -
   Name: _____ Agency: _____ Phone: ( ____ ) ____ - ____
-    03   01   2001   03   15   2001   -    -    -    -    -    -
   Name: _____ Agency: _____ Phone: ( ____ ) ____ - ____
(A=Add new freeze, C=Change freeze, D=Delete freeze, P=Process existing freeze)
Next Prop Case No: 804101 _____ Next Item ID: _____
Navigation: _____ More: N
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -
      HELP  LOPF  PREV  RVW  CNCL          PGUP  PGDN          EXIT

```

INPUT DATA

- Choice input value = **C**
- Freeze Date input format = **MM/DD/YYYY**

- Delinquent Date input format = **MM/DD/YYYY**
- Qty
- Priority Ind input value = **1, 2, or 3**
- Refer Susp input values = **R, S, or blank**
- Print Doc input values = **Y or N**
- Name
- Agency
- Phone
- Next Prop Case No
- More input value = **Y or blank**
- Press **<Enter>**.
- If Print Doc equals **N**, NPDMS displays pop-up window (ND5100NA)

	DAYS		Begin Dates	End Dates
	21	Installation Screening:	03 24 1999	04 14 1999
Screening	21	NASA-Wide Screening:	03 24 1999	04 14 1999
Timeframes	0	Other Federal Screening:	04 15 1999	04 15 1999
	21	Donation Screening:	04 16 1999	05 07 1999

Recalculate screening dates? Y

```

===== FREEZE INFORMATION =====
Choi ce   Freeze      Delinquent   Qty   Priority   Freeze   Refer   Print
          Date        Date        Ind   Type      Type     Susp    Doc (Y/N)
C    03  24  1999   04  07  1999   1     1       N       R       n
   Name: HAUSE                      Agency: CSC   Phone: ( 123 ) 456 - 7890
-    03  24  1999   04  07  1999   -     -       -       -       -
   Name:                      Agency:      Phone: (   )   -   -
-    03  24  1999   04  07  1999   -     -       -       -       -
   Name:                      Agency:      Phone: (   )   -   -
(A=Add new freeze, C=Change freeze, D=Delete freeze, P=Process existing freeze)
Next Prop Case No: 804101      Next Item ID:
Navigation:                      More: N
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -
      HELP  LOPF  PREV  RVW  CNCL      PGUP  PGDN      EXIT
  
```

INPUT DATA

- Recalculate screening dates input value = **Y or N**
- If Recalculate screening dates equals **Y**, NPDMS recalculates screening dates using current system date.

- If Refer Susp equals **S**, NPDMS displays pop-up window (ND5100NA)

	DAYS	Installation Screening:	Begin Dates	End Dates
Screening	21		03 24 1999	04 14 1999
	21	NASA-Wide Screening:	03 24 1999	04 14 1999
Timeframes	0	Other Federal Screening:	04 15 1999	04 15 1999
	21	Donation Screening:	04 16 1999	05 07 1999

Recalculate screening dates? Y

```

===== FREEZE INFORMATION =====
Choice Freeze Delinquent Qty Priority Freeze Refer Print
         Date      Date      Ind      Type  Susp  Doc (Y/N)
C   03 24 1999  04 07 1999  1      1      N      R      n
Name: HAUSE Agency: CSC Phone: ( 123 ) 456 - 7890
-   03 24 1999  04 07 1999  -      -      -      -      -
Name: Agency: Phone: (  )  -  -
-   03 24 1999  04 07 1999  -      -      -      -      -
Name: Agency: Phone: (  )  -  -
(A=Add new freeze, C=Change freeze, D=Delete freeze, P=Process existing freeze)
Next Prop Case No: 804101 Next Item ID:
Navigation: More: N
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- -
      HELP LOPF PREV RVW CNCL PGUP PGDN EXIT
  
```

INPUT DATA

- Recalculate screening dates input value = **Y** or **N**
 - If Recalculate screening dates equals **Y**, NPDMS recalculates screening dates using current system date.
 - NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.
 - If Print Doc equals **Y**, NPDMS displays the pop-up window (ND5100MB).

```

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM
FREEZE TRANSACTIONS

ND5100MA / ND5100MB
Mark the document(s) you wish printed
- Print NASA 811 ('Y')
- Print NASA 812 ('Y')
- Print SF-120 Correction ('C')
- Print SF-120 Withdrawal ('W')
- Print DD-1348-1A ('Y')
- Print Foreign Disposal Approval Form ('Y')
Enter 'C' to Cancel:

A   03
Name: MARSHALL SPACE FLIGHT CENTER Agency: HUD Phone: ( 205 ) 544 - 5555
-   03 01 2001  03 15 2001  -      -      -
Name: Agency: Phone: (  )  -  -
-   03 01 2001  03 15 2001  -      -      -
Name: Agency: Phone: (  )  -  -
(A=Add new freeze, C=Change freeze, D=Delete freeze, P=Process existing freeze)
Next Prop Case No: 804101 Next Item ID:
Navigation: More: N
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- -
      HELP LOPF PREV RVW CNCL PGUP PGDN EXIT
  
```

INPUT DATA

- Print NASA 811 input value = **Y** or **blank**
- Print NASA 812 input value = **Y** or **blank**
- Print SF-120 Correction input value = **C** or **blank**
- Print SF-120 Withdrawal input value = **W** or **blank**
- Print DD-1348-1A input value = **Y** or **blank**
- Print Foreign Disposal Approval Form input value = **Y** or **blank**
- Enter 'C' to Cancel input value = **C** or **blank**
- Press **<Enter>**.

If Print NASA 811 or Print NASA 812 equals **Y**, NPDMS displays the pop-up window NDXSRVMA Disposal Reason/Survey Comments. If you enter **C** to Cancel, NPDMS displays the FREEZE TRANSACTIONS screen (ND5100MA).

NDXSRVMA
Di sposal Reason/Survey Comments

Di sposal Reason:

Survey Comments:

Enter 'C' TO Cancel: _

INPUT DATA

- Disposal Reason

- If Print Foreign Disposal Approval Form equals **Y**, NPDMS displays the pop-up window NDXSRVMA Disposal Reason/Survey Comments. If you enter **C** to Cancel, NPDMS displays the FREEZE TRANSACTIONS screen (ND5100MA).

```

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM
FREEZE TRANSACTIONS
ND5100MA / ND5100MC Property Transaction Description:
Prop Case
Local Ref
Item Na
Item De
Current Av
Unfrozen
Enter 'C' to Cancel: _
=====
Choice
A 03
Name: Marshall Space Flight Center Agency: MSFC Phone: ( 205 ) 544 - 5555
- 03 01 2001 03 15 2001 - - -
Name: Agency: Phone: ( ) - -
- 03 01 2001 03 15 2001 - - -
Name: Agency: Phone: ( ) - -
(A=Add new freeze, C=Change freeze, D=Delete freeze, P=Process existing freeze)
Next Prop Case No: 804101 Next Item ID: _
Navigation: More: N
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
HELP LOPF PREV RVW CNCL PGUP PGDN EXIT

```

- Property Transaction Description
- Enter 'C' to Cancel input value = **C** or **blank**
- Press **<Enter>**.
- If Print SF-120 Correction equals C, or Print SF-120 Withdrawal equals W, NPDMS displays the WITHDRAWAL/CORRECTION NARRATIVE pop-up window (ND5100MD). If you enter **C** to Cancel, NPDMS displays the FREEZE TRANSACTIONS screen (ND5100MA).

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM FREEZE TRANSACTIONS	
ND5100MA /	ND5100MD
Prop Case Local Ref Item Na Item De Current Av Unfrozen =====	<div style="border: 1px solid black; padding: 5px;"> GSA Withdrawal Approval Date: Withdrawal/Correction Narrative: _____ _____ _____ Enter 'C' to Cancel: _ </div>
Choice	
A 03 Name: Marshall Space Flight Center__ Agency: MSFC_ Phone: (205) 544 - 5555 - 03 01 2001 03 15 2001 _____ - _____ Name: _____ Agency: _____ Phone: (____) ____ - ____ - 03 01 2001 03 15 2001 _____ - _____ Name: _____ Agency: _____ Phone: (____) ____ - ____ (A=Add new freeze, C=Change freeze, D=Delete freeze, P=Process existing freeze) Next Prop Case No: 804101 _____ Next Item ID: _____ Navigation: _____ More: N Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - - HELP LOPF PREV RVW CNCL PGUP PGDN EXIT	

INPUT DATA

- Withdrawal/Correction Narrative
- Enter 'C' to Cancel input value = **C** or **blank**
- Press **<Enter>**.
- NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.
- If **C** is entered to Cancel, NPDMS displays the FREEZE TRANSACTIONS screen (ND5100MA).
- The F00 Transaction record is updated.
- NPDMS then displays the message *'Record Successfully Changed - ERN Assigned Is N10'* on the Freeze Transaction screen (ND5100MA).

4.8.7.3 Delete Existing Freeze

This process allows the user to delete (thaw) existing Freeze data.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- Component System records are processed one item at a time.
- From the TRANSACTION MENU (ND5000MA), type **7** at Enter Selection, Prop Case No, and (optionally) Item Id.
- Press <Enter>. NPDMS displays the appropriate data on the FREEZE TRANSACTIONS screen (ND5100MA), and places the cursor at the first input field.

ND5100MA / ND5100PA		NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM FREEZE TRANSACTIONS F		03/01/01 14:52:46 MSXXX		
Prop Case No: 8041015332S097		Item ID: 01		ECN: G031461		
Local Ref No:		Component System: N				
Item Name: COMPUTER, MICRO		Turn-In Doc No:				
Item Desc:		NASA Wide End Date: 12 / 19 / 95				
Current Available Qty: 1		OFA Scrng End Date: 12 / 20 / 95				
Unfrozen: 1 Frozen: 0		GSA Rpt Date: 01 / 10 / 96				
===== FREEZE INFORMATION =====						
Choice	Freeze Date	Delinquent Date	Qty Priority Ind	Freeze Type Susp	Refer Doc (Y/N)	Print
- 03	01 2001	03 15 2001	-	-	-	-
Name: _____		Agency: _____		Phone: (____) ____ - ____		
- 03	01 2001	03 15 2001	-	-	-	-
Name: _____		Agency: _____		Phone: (____) ____ - ____		
- 03	01 2001	03 15 2001	-	-	-	-
Name: _____		Agency: _____		Phone: (____) ____ - ____		
(A=Add new freeze, C=Change freeze, D=Delete freeze, P=Process existing freeze)						
Next Prop Case No: 804101		Next Item ID: ____				
Navigation: _____ More: N						
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -						
HELP LOPF PREV RVW CNCL			PGUP PGDN		EXIT	

INPUT DATA

- Choice input value = **D**
- Next Prop Case No
- More input value = **Y** or **blank**
- Press <Enter>.

- ```

=====
 DAYS
Screening 21 Installation Screening: 03 24 1999 04 14 1999
 21 NASA- Wide Screening: 03 24 1999 04 14 1999
Timeframes 0 Other Federal Screening: 04 15 1999 04 15 1999
 21 Donation Screening: 04 16 1999 05 07 1999

Recal cul ate screening dates? Y

=====
 FREEZE INFORMATION
=====
Choice Freeze Delinquent Qty Priority Freeze Refer Print
 Date Date Ind Type Susp Doc (Y/N)
C 03 24 1999 04 07 1999 1 1 N R n
Name: HAUSE Agency: CSC Phone: (123) 456 - 7890
- 03 24 1999 04 07 1999 - - - -
Name: Agency: Phone: () - -
- 03 24 1999 04 07 1999 - - - -
Name: Agency: Phone: () - -
(A=Add new freeze, C=Change freeze, D=Delete freeze, P=Process existing freeze)
Next Prop Case No: 804101 Next Item ID:
Navigation: More: N
Enter- PF13- -PF14- -PF15- -PF16- -PF17- -PF18- -PF19- -PF20- -PF21- -PF22- -PF23- -PF24- -
 HELP LOPF PREV RVW CNCL PGUP PGDN EXIT

```

- Recalculate screening dates input value = Y or N
- If Recalculate screening dates equals Y, NPDMS recalculates screening dates using current system date.
- If Refer Susp equals **S**, NPDMS displays pop-up window (ND5100NA)

|            | DAYS |                          | Begin Dates | End Dates  |
|------------|------|--------------------------|-------------|------------|
| Screening  | 21   | Installation Screening:  | 03 24 1999  | 04 14 1999 |
| Timeframes | 0    | NASA-Wide Screening:     | 03 24 1999  | 04 14 1999 |
|            | 21   | Other Federal Screening: | 04 15 1999  | 04 15 1999 |
|            |      | Donation Screening:      | 04 16 1999  | 05 07 1999 |

Recalculate screening dates? Y

```

===== FREEZE INFORMATION =====
Choice Freeze Delinquent Qty Priority Freeze Refer Print
 Date Date Ind Type Type Doc (Y/N)
C 03 24 1999 04 07 1999 1 1 N R n
 Name: HAUSE_____ Agency: CSC__ Phone: (123) 456 - 7890
- 03 24 1999 04 07 1999 - - - - -
 Name: _____ Agency: _____ Phone: () - -
- 03 24 1999 04 07 1999 - - - - -
 Name: _____ Agency: _____ Phone: () - -
(A=Add new freeze, C=Change freeze, D=Delete freeze, P=Process existing freeze)
Next Prop Case No: 804101 _____ Next Item ID: ____
Navigation: _____ More: N
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -
 HELP LOPF PREV RVW CNCL PGUP PGDN EXIT

```

## INPUT DATA

- Recalculate screening dates                      input value = **Y** or **N**
- If Recalculate screening dates equals **Y**, NPDMS recalculates screening dates using current system date.
  - The F00 Transaction record is updated.
  - NPDMS then displays the message 'Record Successfully Deleted - ERN Assigned Is N10' on the (ND5100MA) Freeze Transaction screen.

### 4.8.7.4 Transaction Processing for a Final Disposition from an Existing Freeze

This process allows the user to process a Final Disposition from an existing Freeze.

**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- Component System records are processed one item at a time.

- From the TRANSACTION MENU (ND5000MA), type **7** at Enter Selection, Prop Case No, and (optionally) Item Id.
- Press <Enter>. NPDMS displays the appropriate data on the FREEZE TRANSACTIONS screen (ND5100MA), and places the cursor at the first input field.

|                                                                                                          |             |                                          |         |               |             |            |                 |
|----------------------------------------------------------------------------------------------------------|-------------|------------------------------------------|---------|---------------|-------------|------------|-----------------|
| ND5100MA / ND5100PA                                                                                      |             | NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM |         | 03/01/01      |             |            |                 |
|                                                                                                          |             | FREEZE TRANSACTIONS                      |         | 14: 52: 46    |             |            |                 |
|                                                                                                          |             | F                                        |         | MSXXX         |             |            |                 |
| Prop Case No: 8041015332S097                                                                             |             | Item ID: 01                              |         | ECN: G031461  |             |            |                 |
| Local Ref No:                                                                                            |             | Component System: N                      |         |               |             |            |                 |
| Item Name: COMPUTER, MICRO                                                                               |             | Turn-In Doc No:                          |         |               |             |            |                 |
| Item Desc:                                                                                               |             | NASA Wide End Date: 12 / 19 / 95         |         |               |             |            |                 |
| Current Available Qty: 1                                                                                 |             | OFA Scrng End Date: 12 / 20 / 95         |         |               |             |            |                 |
| Unfrozen: 1 Frozen: 0                                                                                    |             | GSA Rpt Date: 01 / 10 / 96               |         |               |             |            |                 |
| ===== FREEZE INFORMATION =====                                                                           |             |                                          |         |               |             |            |                 |
| Choice                                                                                                   | Freeze Date | Delinquent Date                          | Qty     | Priority Ind  | Freeze Type | Refer Susp | Print Doc (Y/N) |
| - 03                                                                                                     | 01 2001     | 03 15 2001                               |         | -             | -           | -          | -               |
| Name:                                                                                                    |             |                                          | Agency: |               | Phone: ( )  |            | -               |
| - 03                                                                                                     | 01 2001     | 03 15 2001                               |         | -             | -           | -          | -               |
| Name:                                                                                                    |             |                                          | Agency: |               | Phone: ( )  |            | -               |
| - 03                                                                                                     | 01 2001     | 03 15 2001                               |         | -             | -           | -          | -               |
| Name:                                                                                                    |             |                                          | Agency: |               | Phone: ( )  |            | -               |
| (A=Add new freeze, C=Change freeze, D=Delete freeze, P=Process existing freeze)                          |             |                                          |         |               |             |            |                 |
| Next Prop Case No: 804101                                                                                |             |                                          |         | Next Item ID: |             |            |                 |
| Navigation:                                                                                              |             |                                          |         | More: N       |             |            |                 |
| Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - - |             |                                          |         |               |             |            |                 |
| HELP LOPF PREV RVW CNCL                                                                                  |             |                                          |         | PGUP PGDN     |             | EXIT       |                 |

## INPUT DATA

- Choice input value = **P**
- Next Prop Case No
- More input value = **Y** or **blank**
- Press <Enter>.
- NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press <Enter>. The system continues to validate each data field until all data passes the edit checks.

NPDMS displays the pop-up window for Final Disposition Transaction Selection List (ND5100ME).

|                                                                                                          |                                                             |
|----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| RECORD S                                                                                                 |                                                             |
| ND5100MA                                                                                                 | ND5100ME Final Disposition Transaction Selection List       |
| Prop Cas                                                                                                 | T03 - Expended to Scrap                                     |
| Local Re                                                                                                 | T04 - Survey Lost Personal Property                         |
| Item                                                                                                     | T05 - Utilized By Generating NASA Center                    |
| Item                                                                                                     | T06 - Utilized By Other NASA Centers                        |
| Current                                                                                                  | T07 - Transferred For Use Of OFA With Prior GSA Approval    |
| Unfroze                                                                                                  | T08 - Transferred For Use Of OFA Without Prior GSA Approval |
| =====                                                                                                    | T09 - Transferred To DRMO For Further Disposal Processing   |
| Choice                                                                                                   | T10 - Transfer Of Foreign Excess Property for Donation      |
| P                                                                                                        | T11 - Donation To Public Bodies Without Prior GSA Approval  |
| Name                                                                                                     | T12 - Transferred To GSA For Further Disposal Processing    |
| - Name                                                                                                   | T13 - Donation Approved By GSA                              |
| - Name                                                                                                   | T16 - Transferred To Other Without Prior GSA Approval       |
| - Name                                                                                                   | T18 - Abandoned Or Destroyed Property                       |
| (A=Add                                                                                                   | T19 - Transfer Of Exchange/Sale Property (to NASA or OFA)   |
| Next Pro                                                                                                 | T20 - Donation To Other Without Prior GSA Approval          |
| Navigati                                                                                                 | Enter the desired Transaction Number to be processed: T __  |
| Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - - | Enter 'C' to Cancel: _                                      |
| HELP LOPF PREV RVW CNCL PGUP PGDN EXIT                                                                   |                                                             |

## INPUT DATA

- Transaction Number to be Processed
- Type 'C' to Cancel input value = **C** or **blank**
- Press **<Enter>**.

NPDMS displays the FREEZE TRANSACTIONS screen (ND5100MA), if you enter **C** to Cancel or the selected Final Disposition Screen. The detailed Final Disposition processing instructions are provided in Section 4.8.7.5. The system displays appropriate data from the FREEZE TRANSACTIONS screen (ND5100MA) on the selected Final Disposition Screen; and, allows the user to enter additional data or modify displayed data. If the Disposition Quantity is changed, the system displays the pop-up window (ND5103MB), which provides the option to retain the remaining frozen quantity.

|                                                                                                                                                                                                                             |                                     |                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|----------------|
| NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM                                                                                                                                                                                    |                                     | 03/02/01       |
| ND5105MA / ND5119PA                                                                                                                                                                                                         | TRANSFER TRANSACTIONS               | 10:39:31       |
|                                                                                                                                                                                                                             | EX                                  | MSXXX          |
| Prop Case No: 804101 5332S097                                                                                                                                                                                               | Item Id: 01                         | Current Qty: 1 |
| Local Ref No: MARSHALL SPACE FLIGHT CENTER                                                                                                                                                                                  | Turn-In Doc No: 1                   |                |
| Item Name/Desc: COMPUTER, MICRO                                                                                                                                                                                             | /                                   |                |
| Disposition Qty: 1****                                                                                                                                                                                                      | Actual Prop Removal Date: * ** **** |                |
| Trans Id: T19                                                                                                                                                                                                               | ECN: G031461                        |                |
| ===== TRANSFEREE INFORMATION =====                                                                                                                                                                                          |                                     |                |
| Requestor Name:                                                                                                                                                                                                             | ND5103MB                            |                |
| <p>Quantity being disposed of is less than the Frozen quantity.</p> <p>Do you wish to retain remaining Frozen quantity for later processing?</p> <p>Please enter 'Y' (Yes) or 'N' (No): _</p> <p>Enter 'C' to Cancel: _</p> |                                     |                |
| <p>Navigation: _____</p> <p>Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -</p> <p>HELP LOPF PREV RVW CNCL EXIT</p>                                                |                                     |                |

## INPUT DATA

- Retain Frozen quantity input value = **Y** or **N**
- Press **<Enter>**.
- NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

NPDMS displays the selected Final Disposition Transaction Screen; and, allows the user to enter additional data or modify displayed data. Refer to NPDMS UOG section 4.8.7.5. Transaction Processing for Final Dispositions.

#### 4.8.7.5 Final Dispositions

This process allows the recording of transactions of Idle NASA Property into NPDMS throughout the NPDMS screening process. NPDMS supports operational requirements for recording NASA Property scrap, surveys, utilization, transfer, and donation final dispositions and processing NASA Property final dispositions from freeze data. The Dispositions process is initiated for Property cases via the ND5000MA screen.

**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system..

- From the NPDMS MAIN MENU (NDO000MB) type **5** at Enter Selection to access the TRANSACTION MENU (ND5000MA).
- Press **<Enter>**.

The TRANSACTION MENU (ND5000MA) is displayed.

|                                                                                             |                                                                    |                                 |
|---------------------------------------------------------------------------------------------|--------------------------------------------------------------------|---------------------------------|
| ND5000MA / ND5000PA                                                                         | NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM<br>TRANSACTION MENU<br>TX | 03/02/01<br>10: 53: 56<br>MSXXX |
| Selections:                                                                                 |                                                                    |                                 |
| 1 Add                                                                                       | 8 Reversal                                                         |                                 |
| 2 Change                                                                                    | 9 Convert Case to Component                                        |                                 |
| 3 Delete                                                                                    | 10 Convert Component to Case                                       |                                 |
| 4 Receipt                                                                                   | 11 Enter SRD and GSA Control No                                    |                                 |
| 5 Sales                                                                                     | ? In any field for Help                                            |                                 |
| 6 Exchange (Trade-In)                                                                       | . Exit Transaction Process                                         |                                 |
| 7 Freezes and Dispositions<br>(Includes Scrap and Surveys)                                  |                                                                    |                                 |
| Enter Selection: _____                                                                      |                                                                    |                                 |
| Prop Case No: 804101 _____                                                                  | Item Id: _____                                                     |                                 |
| ECN: _____                                                                                  | Cust Acct No: _____                                                |                                 |
| ERN: _____                                                                                  | (For Reversal only)                                                |                                 |
| Trans Id: _____                                                                             | (Process Final Disposition w/o Freeze)                             |                                 |
| Navigation: _____                                                                           |                                                                    |                                 |
| Enter- PF13- -PF14- -PF15- -PF16- -PF17- -PF18- -PF19- -PF20- -PF21- -PF22- -PF23- -PF24- - |                                                                    |                                 |
| HELP LOPF PREV RVW CNCL CLEAR EXIT                                                          |                                                                    |                                 |

## INPUT DATA

- Enter Selection input value = 7
- Prop Case No (mandatory)
- Item Id (optional)
- Trans Id input values = **T03, T04, T05**  
**T06, T07, T08, T09, T10, T11,**  
**T12, T13, T16, T18, T19 or**  
**T20.**
- Press **<Enter>**.
- If the property is a component system and the Item Id field is not entered, NPDMS displays the Component System Item Selection screen (ND4110MM) to select the item for freeze.

Appropriate data fields are populated and displayed by the system.

|                                                                                    |           |                                          |     |                             |          |
|------------------------------------------------------------------------------------|-----------|------------------------------------------|-----|-----------------------------|----------|
| ND4110MM /                                                                         |           | NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM |     | 03/02/01                    |          |
|                                                                                    |           | COMPONENT SYSTEM ITEM SELECTION          |     | 13: 16: 13                  |          |
|                                                                                    |           |                                          |     | MSXXX                       |          |
| Prop Case No:                                                                      |           |                                          |     | FSC Code:                   |          |
| Component System Name:                                                             |           |                                          |     | CC:                         |          |
| Haz Mat Ind:                                                                       |           | Precious Metals Ind:                     |     | Total Number of Components: |          |
| DML Code:                                                                          |           | Artifact:                                |     | Total Acq Cost:             |          |
| ===== SELECT COMPONENT RECORD TO CHANGE =====                                      |           |                                          |     |                             |          |
| Item                                                                               | Item Name | Turn in Doc Nmbr                         | Cur | Cur                         | Acq Cost |
| Id                                                                                 |           |                                          | Qty |                             |          |
| 1                                                                                  |           |                                          |     |                             |          |
| 2                                                                                  |           |                                          |     |                             |          |
| 3                                                                                  |           |                                          |     |                             |          |
| 4                                                                                  |           |                                          |     |                             |          |
| 5                                                                                  |           |                                          |     |                             |          |
| 6                                                                                  |           |                                          |     |                             |          |
| 7                                                                                  |           |                                          |     |                             |          |
| 8                                                                                  |           |                                          |     |                             |          |
| Enter the Line No to process: _                                                    |           |                                          |     |                             |          |
| More:                                                                              |           |                                          |     |                             |          |
| Enter- PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- |           |                                          |     |                             |          |

#### INPUT DATA

- Enter the Line No to process or 8 input values = 1, 2, 3, 4, 5, 6, 7,
- More input value = **blank** (See Note below)
- Press <Enter>.

**NOTE:** If the component system has more than 8 component system items, the system automatically fills the more field with a Y. The screen displays an additional 1 - 8 component system items for selection.

Action is performed based on the input on the TRANSACTION MENU (ND5000MA).

#### 4.8.7.5.1 Scrap Property

This process allows the user to record the Expended to Scrap Disposition of Controlled (NEMS-tagged) and Non-Controlled NASA Property.



**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- Component System records are processed one item at a time.
- From the TRANSACTION MENU (ND5000MA), type **7** at Enter Selection, Prop Case No, optionally an Item Id, and **T03** at Trans Id to access the EXPENDED TO SCRAP (T03) screen (ND5103MA).
- Press **<Enter>**. NPDMS displays the EXPENDED TO SCRAP (T03) screen (ND5103MA) and places the cursor at the first input field.

|                                                                                                          |                                         |                         |
|----------------------------------------------------------------------------------------------------------|-----------------------------------------|-------------------------|
| NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM                                                                 |                                         | 03/02/01                |
| EXPENDED TO SCRAP TRANSACTION (T03)                                                                      |                                         | 13: 23: 43              |
| DI SCR                                                                                                   |                                         | MSXXX                   |
| <br>                                                                                                     |                                         |                         |
| Prop Case No: 804101 5332S097                                                                            | Item Id: 01                             | Current Qty: 1          |
| Local Ref No: MARSHALL SPACE FLIGHT CENTER                                                               | Turn-In Doc No: 1                       |                         |
| Item Name/Desc: COMPUTER, MICRO                                                                          | /                                       |                         |
| Disposition Qty: 1****                                                                                   | Prop Disposal Approval Date: ** ** **** |                         |
| Requestor Name: *****                                                                                    |                                         | Phone: ( ** ) ** - **** |
| <br>                                                                                                     |                                         |                         |
| Disposal CC: 4                                                                                           |                                         |                         |
| Print SF- 120 Correction: _                                                                              | GSA Rpt Date: 01 / 10 / 96              |                         |
| *****                                                                                                    |                                         |                         |
| Transaction                                                                                              | _____                                   |                         |
| Description:                                                                                             | _____                                   |                         |
|                                                                                                          | _____                                   |                         |
| <br>                                                                                                     |                                         |                         |
| Next Prop Case No: _____                                                                                 | Next Item Id: __                        | Retain (Y/N): _         |
| Navigation: _____                                                                                        |                                         |                         |
| Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - - |                                         |                         |
| HELP LOPF PREV RVW CNCL EXIT                                                                             |                                         |                         |

## INPUT DATA

- Disposition Qty
- Prop Disposal Approval Date input format = **MM/DD/YY**
- Requestor Name
- Phone

- Print SF-120 Correction input value = **C** or **blank**
- Transaction Description
- Next Prop Case No
- Next Item Id
- Retain input value = **Y** or **N** (Default = N)

**NOTE:** If the user enters **Y** at Retain, certain data elements on the screen are saved and are displayed for the processing of the next case. Retain is applicable in conjunction with Next Prop Case No.

- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.
- NPDMS then displays the message *'Entry Reference Number Assigned is: N10'* on the EXPENDED TO SCRAP TRANSACTION (T03) screen (ND5103MA), and remains on the Expended to Scrap Transaction screen for entry of the Next Property Case Number. If Next Property Case Number is blank and the user presses **<Enter>**, NPDMS returns to the TRANSACTION MENU (ND5000MA) screen.

#### 4.8.7.5.2 Salvage Property

This process allows the user to record the Salvage Disposition of Controlled (NEMS-tagged) and Non-Controlled NASA Property held on the NPDMS Case File.

The procedures for this process are the same as those described in Scrap Property. Refer to Section 4.8.7.5.1 Scrap Property to perform a final disposition for Salvage Property.

#### 4.8.7.5.3 Survey Lost Personal Property

This process allows the user to record the Survey Lost Personal Property Disposition of Controlled (NEMS-tagged) and Non-Controlled NASA Property.

**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- Component System records are processed one item at a time.
- From the TRANSACTION MENU (ND5000MA), type **7** at Enter Selection, Prop Case No, optionally an Item Id, and **T04** at Trans Id to access the SURVEY LOST PERSONAL PROPERTY (T04) screen (ND5104MA).
- Press **<Enter>**. NPDMS displays the SURVEY LOST PERSONAL PROPERTY (T04) screen (ND5104MA) and places the cursor at the first input field.

|                                                                                                          |                                         |                 |
|----------------------------------------------------------------------------------------------------------|-----------------------------------------|-----------------|
| NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM                                                                 |                                         | 03/02/01        |
| ND5104MA / ND5104PA                                                                                      | SURVEY LOST PERSONAL PROPERTY (T04)     | 13: 26: 49      |
|                                                                                                          | DI SU                                   | MSXXX           |
|                                                                                                          |                                         |                 |
| Prop Case No: 804101 5332S097                                                                            | Item Id: 01                             | Current Qty: 1  |
| Local Ref No: MARSHALL SPACE FLIGHT CENTER                                                               | Turn-In Doc No: 1                       |                 |
| Item Name/Desc: COMPUTER, MICRO                                                                          | /                                       |                 |
| Disposition Qty: 1****                                                                                   | Prop Disposal Approval Date: ** ** **** |                 |
|                                                                                                          |                                         |                 |
| Requestor Name: *****                                                                                    | Phone: ( ** ) ** - ****                 |                 |
| Org Code: _____                                                                                          | Date Prop Determined Lost: ** ** ****   |                 |
| Survey Report No: *****                                                                                  |                                         |                 |
| Print SF-120 Correction: _                                                                               | GSA Rpt Date: 01 / 10 / 96              |                 |
| *****                                                                                                    |                                         |                 |
| Transaction                                                                                              | _____                                   |                 |
| Description:                                                                                             | _____                                   |                 |
|                                                                                                          | _____                                   |                 |
|                                                                                                          |                                         |                 |
| Next Prop Case No: _____                                                                                 | Next Item Id: _                         | Retain (Y/N): _ |
| Navigation: _____                                                                                        |                                         |                 |
| Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - - |                                         |                 |
| HELP LOPF PREV RVW CNCL EXIT                                                                             |                                         |                 |

#### INPUT DATA

- Disposition Qty

- NOTE:** If the user enters **Y** at Retain, certain data elements on the screen are saved and are displayed for the processing of the next case. Retain is applicable in conjunction with Next Prop Case No.

- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.
- NPDMS then displays the message *'Entry Reference Number Assigned is: N10'* on the SURVEY LOST PERSONAL PROPERTY screen (ND5104MA), and remains on the Survey Lost Personal Property screen for entry of the Next Property Case Number. If Next Property Case Number is blank and the user presses **<Enter>**, NPDMS returns to the TRANSACTION MENU (ND5000MA) screen.

This process allows the user to record the Utilized By Generating NASA Center Disposition of Controlled (NEMS-tagged) and Non-Controlled NASA Property.

**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- Component System records are processed one item at a time.
- From the TRANSACTION MENU (ND5000MA), type **7** at Enter Selection, Prop Case No, optionally an Item Id, and **T05** at Trans Id to access the TRANSFER TRANSACTIONS screen (ND5105MA).
- Press **<Enter>**. NPDMS displays the TRANSFER TRANSACTIONS screen (ND5105MA) and places the cursor at the first input field.

|                                                                                               |                                      |                         |
|-----------------------------------------------------------------------------------------------|--------------------------------------|-------------------------|
| NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM                                                      |                                      | 03/02/01                |
| TRANSFER TRANSACTIONS                                                                         |                                      | 13: 43: 47              |
| TRAN N G                                                                                      |                                      | MSXXX                   |
| Prop Case No: 804101 1060S160                                                                 | Item Id: 01                          | Current Qty: 23         |
| Local Ref No: MSFC                                                                            | Turn-In Doc No: 123                  |                         |
| Item Name/Desc: MSFC                                                                          | / MARSHALL                           |                         |
| Disposition Qty: *****                                                                        | Actual Prop Removal Date: ** ** **** |                         |
| Trans Id: T05                                                                                 | ECN:                                 |                         |
| ===== TRANSFEE INFORMATION =====                                                              |                                      |                         |
| Requestor Name: *****                                                                         |                                      | Phone: ( ** ) ** - **** |
| Agency Name: *****                                                                            |                                      |                         |
| Address: *****                                                                                |                                      |                         |
| City: *****                                                                                   | State: **                            | Zip: **** _             |
| Province: _____                                                                               | Country: _____                       |                         |
| Approved By: _____                                                                            | Approved: ** ** ****                 |                         |
| Doc No: *****                                                                                 | Print SF-120 Correction: _____       | GSA Rpt Date: / /       |
| Transferee is Contractor/Grantee (C, G, ' '): _                                               |                                      | Withdrawal Date: _____  |
| Txn Desc: _____                                                                               | More: _                              |                         |
| Next Prop Case No: _____                                                                      | Next Item Id: _                      | Retain (Y/N): _         |
| Navigation:                                                                                   |                                      |                         |
| Enter- PF13- -PF14- -PF15- -PF16- -PF17- -PF18- -PF19- -PF20- -PF21- -PF22- -PF23- -PF24- - - |                                      |                         |
| HELP LOPF PREV RVW CNCL                                                                       |                                      | EXIT                    |

## INPUT DATA

- Disposition Qty
- Actual Prop Removal Date input format = **MM/DD/YYYY**
- Transferee Information
  - Requestor Name

- Phone
- Agency Name
- Address
- City
- State
- Zip
- Transferee is Contractor/Grantee                      input value = **C**, **G**, or **blank**
- Doc No
- Approved By
- Approved                                                      input format = **MM/DD/YYYY**
- Print SF-120 Withdrawal/Correction                      input value = **W** or **blank**
- Withdrawal Approval Date                              input format = **MM/DD/YYYY**
- Txn Desc
- More                                                          input value = **Y** or **blank**
- Next Prop Case No
- Next Item Id
- Retain                                                          input value = **Y** or **N** (Default = N)

**NOTE:** If the user enters **Y** at Retain, certain data elements on the screen are saved and are displayed for the processing of the next case. Retain is applicable in conjunction with Next Prop Case No.

- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

```

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM 03/02/01
ND5105MA / ND5105PA TRANSFER TRANSACTIONS 13: 59: 40
 TRAN N G MSXXX
Prop Case No: 804101 5332S027 Item Id: 01 Current Qty: 1
Local Ref No: Turn-In Doc No:
Item Name/Desc: DISPLAY UNIT /
Disposition Qty: 1**** Actual Prop Removal Date: 02 01 2001
Trans Id: T05 ECN: G031466
=====
Reque 5
Ag ND5100MD
 GSA Withdrawal Approval Date: 01 02 2001

 Withdrawal /Correction Narrative:

 Enter 'C' to Cancel: _
=====
Enter- PF13- PF14- PF15- PF16- PF17- PF18- PF19- PF20- PF21- PF22- PF23- PF24- --
 HELP LOPF PREV RVW CNCL EXIT

```

- Withdrawal/Correction Narrative  
Enter 'C' to Cancel input value = **C** or **blank**
- Press **<Enter>**. If a **C** is entered at Enter 'C' to Cancel, NPDMS displays the TRANSFER TRANSACTIONS screen (ND5105MA).

If **Y** is entered at More, a pop-up window (ND5100MC) is displayed to enter the Property Transaction Description.

|                                                                                             |                                      |                |
|---------------------------------------------------------------------------------------------|--------------------------------------|----------------|
| NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM                                                    |                                      | 03/02/01       |
| ND5105MA / ND5105PA                                                                         | TRANSFER TRANSACTIONS                | 14: 04: 27     |
| TRAN N G                                                                                    |                                      | MSXXX          |
| Prop Case No: 804101 5332S027                                                               | Item Id: 01                          | Current Qty: 1 |
| Local Ref No:                                                                               | Turn-In Doc No:                      |                |
| Item Name/Dsc: DISPLAY UNIT                                                                 | /                                    |                |
| Disposition Qty: 1****                                                                      | Actual Prop Removal Date: 02 01 2001 |                |
| Trans Id: T05                                                                               | ECN: G031466                         |                |
| =====                                                                                       |                                      | =====          |
| Reques                                                                                      | ND5100MC                             | 55             |
| Age                                                                                         | Property Transaction Description:    |                |
|                                                                                             | _____                                |                |
|                                                                                             | _____                                |                |
|                                                                                             | _____                                |                |
| Approv                                                                                      |                                      | 2001           |
| Doc No                                                                                      |                                      | 0 / 96         |
| Transf                                                                                      | Enter 'C' to Cancel: _               | 2001           |
| Txn De                                                                                      |                                      | re: Y          |
| Next P                                                                                      |                                      | N): _          |
| Navigation: _____                                                                           |                                      |                |
| Enter- PF13- -PF14- -PF15- -PF16- -PF17- -PF18- -PF19- -PF20- -PF21- -PF22- -PF23- -PF24- - |                                      |                |
| HELP LOPF PREV RVW CNCL EXIT                                                                |                                      |                |

## INPUT DATA

- Property Transaction Description
- Enter 'C' to Cancel input value = **C** or **blank**
- Press **<Enter>**. If a **C** is entered at Enter 'C' to Cancel, NPDMS displays the TRANSFER TRANSACTIONS screen (ND5105MA).

A pop-up window (ND5105MB) is displayed to enter the Additional Data for T05 Transaction.

Appropriate data fields are populated and displayed by the system.



|                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                |
|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 03/02/01       |
| TRANSFER TRANSACTIONS                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 14: 07: 25     |
| TRAN N G                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | MSXXX          |
| Prop Case No: 804101 5332S027            | Item Id: 01                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Current Qty: 1 |
| Local Ref No:                            | Turn-In Doc No:                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                |
| Item Name/Desc: DISPLAY UNIT             | /                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                |
| Disposition Qty: 1****                   | Actual Prop Removal Date: 02 01 2001                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                |
| Trans Id: T05                            | ECN: G031466                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                |
| =====                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                |
| Requestor Na                             | <div style="border: 1px solid black; padding: 5px;"> <p>ND5105MB Please Enter Additional Data for T05 Transaction</p> <p>Installation No: 08 08      Org Code: _____</p> <p>Cust Acct No: *****      NEMS User No: _____</p> <p>Bldg: *****      Room: _____ 1</p> <p>Installation Name: MARSHALL SPACE FLIGHT CENTER 6</p> <p>If the Inst Number was changed, Press Enter to redisplay</p> <p>Inst Name or Enter 'V' to verify Installation</p> <p>or Enter 'C' to Cancel: _ 1</p> </div> |                |
| Agency Na                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                |
| Address                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                |
| Ci                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                |
| Provin                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                |
| Approved By:                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                |
| Doc No: 1***                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                |
| Transferee i                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                |
| Txn Desc: _                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                |
| Next Prop Ca                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                |
| Navigation:                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                |
| Enter- PF13--                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                |
| HELP LOPF PREV RVW CNCL                  | EXIT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                |

## INPUT DATA

- Installation No

**NOTE:** The first two characters are the installation number and are not modifiable. The last two characters are the sub-installation number and are modifiable.

- Org Code
- Cust Acct No
- NEMS User No
- Bldg
- Room
- Enter 'V' to Verify Installation or  
Enter 'C' to Cancel      input value = **V** or **C**
- Press **<Enter>**. If a **C** is entered at Enter 'C' to Cancel, NPDMS displays the TRANSFER TRANSACTIONS screen (ND5105MA).
- If a **V** is entered at Enter 'V' to verify Installation, NPDMS displays the Installation Name corresponding to the entered Installation No for verification.
- NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press

**<Enter>**. The system continues to validate each data field until all data passes the edit checks.

- NPDMS then displays the message '*Entry Reference Number Assigned is: N10*' and remains on the TRANSFER TRANSACTIONS screen for entry of the Next Property Case Number. If Next Property Case Number is blank and the user presses **<Enter>**, NPDMS returns to the TRANSACTION MENU (ND5000MA) screen.

#### 4.8.7.5.5 Utilized By Other NASA Centers

This process allows the user to record the Utilized By Other NASA Centers Disposition of Controlled (NEMS-tagged) and Non-Controlled NASA Property.

**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- Component System records are processed one item at a time.
- From the TRANSACTION MENU (ND5000MA), type **7** at Enter Selection, Prop Case No, optionally an Item Id, and **T06** at Trans Id to access the TRANSFER TRANSACTIONS screen (ND5105MA).
- Press **<Enter>**. NPDMS displays the TRANSFER TRANSACTIONS screen (ND5105MA) and places the cursor at the first input field.

|                                                                                                          |                                            |                        |
|----------------------------------------------------------------------------------------------------------|--------------------------------------------|------------------------|
| NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM                                                                 |                                            | 03/02/01               |
| TRANSFER TRANSACTIONS                                                                                    |                                            | 14: 09: 57             |
| ND5105MA / ND5106PA                                                                                      | TRAN N                                     | MSXXX                  |
| Prop Case No: 804101 1060S160                                                                            | Item Id: 01                                | Current Qty: 19        |
| Local Ref No: MSFC                                                                                       | Turn-In Doc No: 123                        |                        |
| Item Name/Desc: MSFC                                                                                     | / MARSHALL                                 |                        |
| Disposition Qty: *****                                                                                   | Actual Prop Removal Date: ** ** *          |                        |
| Trans Id: T06                                                                                            | ECN:                                       |                        |
| ===== TRANSFeree INFORMATION =====                                                                       |                                            |                        |
| Requestor Name: *****                                                                                    | Phone: ( ** ) ** - **                      |                        |
| Agency Name: *****                                                                                       |                                            |                        |
| Address: *****                                                                                           |                                            |                        |
| City: *****                                                                                              | State: **                                  | Zip: *****             |
| Province: *****                                                                                          | Country: *****                             |                        |
| Approved By: *****                                                                                       | Approved: ** ** *                          |                        |
| Doc No: *****                                                                                            | Print SF-120 Correction: GSA Rpt Date: / / |                        |
| Transferee is Contractor/Grantee (C, G, ' '): _                                                          |                                            | Withdrawal Date: _____ |
| Txn Desc: _____                                                                                          | More: _                                    |                        |
| Next Prop Case No: _____                                                                                 | Next Item Id: _                            | Retain (Y/N): _        |
| Navigation: _____                                                                                        |                                            |                        |
| Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - - |                                            |                        |
| HELP LOPF PREV RVW CNCL                                                                                  |                                            | EXIT                   |

## INPUT DATA

- Disposition Qty
- Actual Prop Removal Date                      input format = **MM/DD/YYYY**
- Transferee Information
  - Requestor Name
  - Phone
  - Agency Name
  - Address
  - City
  - State
  - Zip
  - Transferee is Contractor/Grantee                      input value = **C, G, or blank**
  - Doc No
  - Approved By

- Approved input format = **MM/DD/YYYY**
- Print SF-120 Withdrawal/Correction input value = **W** or **blank**
- Withdrawal Approval Date input format = **MM/DD/YYYY**
- Txn Desc
- More input value = **Y** or **blank**
- Next prop Case No
- Next Item Id
- Retain input value = **Y** or **N** (Default = N)

**NOTE:** If the user enters **Y** at Retain, certain data elements on the screen are saved and are displayed for the processing of the next case. Retain is applicable in conjunction with Next Prop Case No.

- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

If Print SF-120 Withdrawal/Correction equal **W**, a pop-up window (ND5100MD) is displayed to enter the Withdrawal/Correction Narrative.

|                                                                                                          |                                          |                |
|----------------------------------------------------------------------------------------------------------|------------------------------------------|----------------|
| NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM                                                                 |                                          | 03/02/01       |
| ND5105MA / ND5106PA                                                                                      | TRANSFER TRANSACTIONS                    | 15: 07: 00     |
| TRAN N                                                                                                   |                                          | MSXXX          |
| Prop Case No: 804101 6305S100                                                                            | Item Id: 01                              | Current Qty: 1 |
| Local Ref No:                                                                                            | Turn-In Doc No:                          |                |
| Item Name/Desc: COMPUTER, MICRO                                                                          | /                                        |                |
| Disposition Qty: 1****                                                                                   | Actual Prop Removal Date: 02 01 2001     |                |
| Trans Id: T06                                                                                            | ECN: G031779                             |                |
| =====                                                                                                    | =====                                    |                |
| Reque                                                                                                    | 5                                        |                |
| Ag                                                                                                       | ND5100MD                                 |                |
|                                                                                                          | GSA Withdrawal Approval Date: 01 01 2001 |                |
|                                                                                                          | Withdrawal/Correction Narrative:         |                |
| Appro                                                                                                    | _____                                    | 2001           |
| Doc N                                                                                                    | _____                                    | / 96           |
| Trans                                                                                                    | _____                                    | 2001           |
| Txn D                                                                                                    |                                          | e: _           |
| Next                                                                                                     | Enter 'C' to Cancel: _                   | ): _           |
| Navig                                                                                                    |                                          |                |
| Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - - |                                          |                |
| HELP LOPF PREV RVW CNCL EXIT                                                                             |                                          |                |

## INPUT DATA

- Withdrawal/Correction Narrative
- Enter 'C' to Cancel input value = **C** or **blank**
- Press **<Enter>**. If a **C** is entered at Enter 'C' to Cancel, NPDMS displays the TRANSFER TRANSACTIONS screen (ND5105MA).

If **Y** is entered at More, a pop-up window (ND5100MC) is displayed to enter the Property Transaction Description.

|                                                                                             |                                      |                 |
|---------------------------------------------------------------------------------------------|--------------------------------------|-----------------|
| NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM                                                    |                                      | 03/02/01        |
| ND5105MA / ND5106PA                                                                         | TRANSFER TRANSACTIONS                | 14: 39: 25      |
| TRAN N                                                                                      |                                      | MSXXX           |
| Prop Case No: 804101 1060S160                                                               | Item Id: 01                          | Current Qty: 17 |
| Local Ref No: MSFC                                                                          | Turn-In Doc No: 123                  |                 |
| Item Name/Desc: MSFC                                                                        | / MARSHALL                           |                 |
| Disposition Qty: 2****                                                                      | Actual Prop Removal Date: 02 01 2001 |                 |
| Trans Id: T06                                                                               | ECN:                                 |                 |
| =====                                                                                       | =====                                |                 |
| Reques                                                                                      | ND5100MC                             | 55              |
| Age                                                                                         | Property Transaction Description:    |                 |
|                                                                                             | _____                                |                 |
|                                                                                             | _____                                |                 |
|                                                                                             | _____                                |                 |
| Approv                                                                                      | _____ 2001                           |                 |
| Doc No                                                                                      | /                                    |                 |
| Transf                                                                                      | Enter 'C' to Cancel: _               |                 |
| Txn De                                                                                      | re: Y                                |                 |
| Next P                                                                                      | N): _                                |                 |
| Navigation:                                                                                 |                                      |                 |
| Enter- PF13- -PF14- -PF15- -PF16- -PF17- -PF18- -PF19- -PF20- -PF21- -PF22- -PF23- -PF24- - |                                      |                 |
| HELP LOPF PREV RVW CNCL EXIT                                                                |                                      |                 |

## INPUT DATA

- Property Transaction Description
- Enter 'C' to Cancel input value = **C** or **blank**
- Press **<Enter>**. If a **C** is entered at Enter 'C' to Cancel, NPDMS displays the TRANSFER TRANSACTIONS screen (ND5105MA).

NPDMS displays a pop-up window (ND5106MA) to allow the user to enter Additional Data for the T06 Transaction.

Appropriate data fields are populated and displayed by the system.

|                                          |                                                          |                     |
|------------------------------------------|----------------------------------------------------------|---------------------|
| NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM |                                                          | 03/02/01            |
| TRANSFER TRANSACTIONS                    |                                                          | 14: 07: 25          |
| TRAN N G                                 |                                                          | MSXXX               |
| Prop Case No: 804101 5332S027            | Item Id: 01                                              | Current Qty: 1      |
| Local Ref No:                            | Turn-In Doc No:                                          |                     |
| Item Name/Desc: DISPLAY UNIT             | /                                                        |                     |
| Disposition Qty: 1****                   | Actual Prop Removal Date: 02 01 2001                     |                     |
| Trans Id: T06                            | ECN: G031466                                             |                     |
| =====                                    |                                                          |                     |
| Requestor Na                             | ND5105MB Please Enter Additional Data                    |                     |
| Agency Na                                | for T05 Transaction                                      |                     |
| Addre                                    |                                                          |                     |
| Ci                                       | Installation No: 08 08                                   | Org Code: _____     |
| Provin                                   | Cust Acct No: *****                                      | NEMS User No: _____ |
| Approved By:                             | Bldg: *****                                              | Room: _____         |
| Doc No: 1***                             | Installation Name: MARSHALL SPACE FLIGHT CENTER          | 1                   |
| Transferee i                             |                                                          | 6                   |
| Txn Desc: _                              |                                                          | 1                   |
| Next Prop Ca                             | If the Inst Number was changed, Press Enter to redisplay |                     |
| Navigation:                              | Inst Name or Enter 'V' to verify Installation            |                     |
| Enter- PF13- -                           | or Enter 'C' to Cancel: _                                |                     |
| HELP LOPF PREV RVW CNCL                  | EXIT                                                     |                     |

## INPUT DATA

- Installation No
- Org Code
- Enter 'V' to Verify Installation or  
Enter 'C' to Cancel input value = **V** or **C**
- Press <Enter>. If a **C** is entered at Enter 'C' to Cancel, NPDMS displays TRANSFER TRANSACTIONS screen (ND5105MA).
- If a **V** is entered at Enter 'V' to verify Installation, NPDMS displays the Installation Name corresponding to the entered Installation No for verification.
- NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press <Enter>. The system continues to validate each data field until all data passes the edit checks.
- NPDMS then displays the message 'Entry Reference Number Assigned is: N10' and remains on the TRANSFER TRANSACTIONS screen for entry of the Next Property Case Number. If Next Property Case Number is blank and the user presses <Enter>, NPDMS returns to the TRANSACTIONS MENU (ND5000MA) screen.

|                                                                                   |                                                          |                                                     |  |
|-----------------------------------------------------------------------------------|----------------------------------------------------------|-----------------------------------------------------|--|
| ND5105MA / ND5                                                                    | ND5106MA                                                 | Please Enter Additional Data<br>For T06 Transaction |  |
| Prop Case No:                                                                     | Installation No: ****                                    | Org Code: _____                                     |  |
| Local Ref No:                                                                     | Installation Name:                                       |                                                     |  |
| Item Name/Desc                                                                    | IF the Inst Number was changed, Press Enter to redisplay |                                                     |  |
| Disposition Qt                                                                    | Inst Name or Enter 'V' to verify Installation            |                                                     |  |
| Trans Id: T06                                                                     | or Enter 'C' to Cancel: _                                |                                                     |  |
| =====                                                                             |                                                          |                                                     |  |
| Requestor Name                                                                    |                                                          |                                                     |  |
| Agency Name                                                                       |                                                          |                                                     |  |
| Address: REDSTONE ARSENAL*****                                                    |                                                          |                                                     |  |
| City: HUNTSVILLE*****                                                             | State: AL                                                | Zip: 35812 _____                                    |  |
| Province: _____                                                                   | Country: _____                                           |                                                     |  |
| Approved By: _____                                                                | Approved: 02 01 2001                                     |                                                     |  |
| Doc No: 1*****                                                                    | Print SF-120 Correction:                                 | GSA Rpt Date: / /                                   |  |
| Transferee is Contractor/Grantee (C, G, ' '): _                                   |                                                          | Withdrawal Date:                                    |  |
| Txn Desc: _____                                                                   | More: _                                                  |                                                     |  |
| Next Prop Case No: _____                                                          | Next Item Id: _                                          | Retain (Y/N): _                                     |  |
| Navigation: _____                                                                 |                                                          |                                                     |  |
| Enter- PF13- PF14- PF15- PF16- PF17- PF18- PF19- PF20- PF21- PF22- PF23- PF24- -- |                                                          |                                                     |  |
| HELP LOPF PREV RVW CNCL                                                           |                                                          | EXIT                                                |  |

## INPUT DATA

- Installation No
- Org Code
- Enter 'V' to Verify Installation or  
Enter 'C' to Cancel input value = **V** or **C**
- Press **<Enter>**. If a **C** is entered at Enter 'C' to Cancel, NPDMS displays the TRANSFER TRANSACTIONS screen (ND5105MA).
- If a **V** is entered at Enter 'V' to verify Installation, NPDMS displays the Installation Name corresponding to the entered Installation No for verification.
- NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.
- NPDMS then displays the message '*Entry Reference Number Assigned is: N10*' and remains on the TRANSFER TRANSACTIONS screen for entry of the Next Property Case Number. If Next Property Case Number is blank and the user presses **<Enter>**, NPDMS returns to the TRANSACTION MENU (ND5000MA) screen.

#### 4.8.7.5.6 Transferred For Use Of Other Federal Agency With Prior GSA Approval

This process allows the user to record the Transfer for Use of Other Federal Agency with Prior GSA Approval Disposition of Controlled (NEMS-tagged) and Non-Controlled NASA Property.



**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- Component System records are processed one item at a time.
- From the TRANSACTION MENU (ND5000MA), type **7** at Enter Selection, Prop Case No, optionally an Item Id, and **T07** at Trans Id to access the TRANSFER TRANSACTIONS SCREEN (ND5105MA).
- Press **<Enter>**. NPDMS displays the TRANSFER TRANSACTIONS screen (ND5105MA) and places the cursor at the first input field.

|                                                                                               |                                      |                         |
|-----------------------------------------------------------------------------------------------|--------------------------------------|-------------------------|
| NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM                                                      |                                      | 03/01/01                |
| TRANSFER TRANSACTIONS                                                                         |                                      | 08: 56: 00              |
| TRAN OFA                                                                                      |                                      | MSXXX                   |
| Prop Case No: 804101 1060S160                                                                 | Item Id: 01                          | Current Qty: 11         |
| Local Ref No: MSFC                                                                            | Turn-In Doc No: 123                  |                         |
| Item Name/Desc: MSFC                                                                          | / MARSHALL                           |                         |
| Disposition Qty: ****                                                                         | Actual Prop Removal Date: ** ** **** |                         |
| Trans Id: T07                                                                                 | ECN:                                 |                         |
| ===== TRANSFEEE INFORMATION =====                                                             |                                      |                         |
| Requestor Name: *****                                                                         |                                      | Phone: ( ** ) ** - **** |
| Agency Name: *****                                                                            |                                      |                         |
| Address: *****                                                                                |                                      |                         |
| City: *****                                                                                   | State: **                            | Zip: **** _             |
| Province: _____                                                                               | Country: _____                       |                         |
| Approved By: _____                                                                            | Approved: ** ** ****                 |                         |
| Doc No: *****                                                                                 | Print SF-120 Correction: _____       | GSA Rpt Date: / /       |
| Transferee is Contractor/Grantee (C, G, ' '): _                                               |                                      | Withdrawal Date: _____  |
| Txn Desc: _____                                                                               | More: _                              |                         |
| Next Prop Case No: _____                                                                      | Next Item Id: _                      | Retain (Y/N): _         |
| Navigation:                                                                                   |                                      |                         |
| Enter- PF13- -PF14- -PF15- -PF16- -PF17- -PF18- -PF19- -PF20- -PF21- -PF22- -PF23- -PF24- - - |                                      |                         |
| HELP LOPF PREV RVW CNCL                                                                       |                                      | EXIT                    |

## INPUT DATA

- Disposition Qty
- Actual Prop Removal Date input format = **MM/DD/YYYY**
- Transferee Information
  - Requestor Name

- Phone
- Agency Name
- Address
- City
- State
- Zip
- Transferee is Contractor/Grantee                      input value = **C**, **G**, or **blank**
- Doc No
- Approved By
- Approved                                                      input format = **MM/DD/YYYY**
- Txn Desc
- More                                                              input value = **Y** or **blank**
- Next Prop Case No
- Next Item Id
- Retain                                                              input value = **Y** or **N** (Default = N)

**NOTE:** If the user enters **Y** at Retain, certain data elements on the screen are saved and are displayed for the processing of the next case. Retain is applicable in conjunction with Next Prop Case No.

- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

If **Y** is entered at More, a pop-up window (ND5100MC) is displayed to enter the Property Transaction Description.

|                                                                                             |                                      |                 |
|---------------------------------------------------------------------------------------------|--------------------------------------|-----------------|
| NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM                                                    |                                      | 03/01/01        |
| ND5105MA / ND5107PA                                                                         | TRANSFER TRANSACTIONS                | 08: 57: 55      |
| TRAN OFA                                                                                    |                                      | MSXXX           |
| Prop Case No: 804101 1060S160                                                               | Item Id: 01                          | Current Qty: 11 |
| Local Ref No: MSFC                                                                          | Turn-In Doc No: 123                  |                 |
| Item Name/Dsc: MSFC                                                                         | / MARSHALL                           |                 |
| Disposition Qty: 2****                                                                      | Actual Prop Removal Date: 02 01 2001 |                 |
| Trans Id: T07                                                                               | ECN:                                 |                 |
| =====                                                                                       | =====                                |                 |
| Reques                                                                                      | ND5100MC                             | 55              |
| Age                                                                                         | Property Transaction Description:    |                 |
|                                                                                             |                                      |                 |
|                                                                                             |                                      |                 |
|                                                                                             |                                      |                 |
| Approv                                                                                      |                                      | 2001            |
| Doc No                                                                                      |                                      | /               |
| Transf                                                                                      | Enter 'C' to Cancel: _               |                 |
| Txn De                                                                                      |                                      | re: Y           |
| Next P                                                                                      |                                      | N): _           |
| Navigation:                                                                                 |                                      |                 |
| Enter- PF13- -PF14- -PF15- -PF16- -PF17- -PF18- -PF19- -PF20- -PF21- -PF22- -PF23- -PF24- - |                                      |                 |
| HELP LOPF PREV RVW CNCL EXIT                                                                |                                      |                 |

#### INPUT DATA

- Property Transaction Description
- Enter 'C' to Cancel input value = **C** or **blank**
- Press **<Enter>**. If a **C** is entered at Enter 'C' to Cancel, NPDMS displays the TRANSFER TRANSACTIONS screen (ND5105MA).
- NPDMS then displays the message 'Entry Reference Number Assigned is: N10' and remains on the TRANSFER TRANSACTIONS screen for entry of the Next Property Case Number. If Next Property Case Number is blank and the user presses **<Enter>**, NPDMS returns to the TRANSACTION MENU (ND5000MA) screen.

#### 4.8.7.5.7 Transferred For Use Of Other Federal Agency Without Prior GSA Approval

This process allows the user to record the Transfer for Use of Other Federal Agency without Prior GSA Approval Disposition of Controlled (NEMS-tagged) and Non-Controlled NASA Property.

**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- Component System records are processed one item at a time.
- From the TRANSACTION MENU (ND5000MA), type **7** at Enter Selection, Prop Case No, optionally an Item Id, and **T08** at Trans Id to access the TRANSFER TRANSACTIONS screen (ND5105MA).
- Press **<Enter>**. NPDMS displays the TRANSFER TRANSACTIONS screen (ND5105MA) and places the cursor at the first input field.

|                                                                                               |                                      |                         |
|-----------------------------------------------------------------------------------------------|--------------------------------------|-------------------------|
| NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM                                                      |                                      | 03/01/01                |
| TRANSFER TRANSACTIONS                                                                         |                                      | 09: 01: 50              |
| TRAN OFA                                                                                      |                                      | MSXXX                   |
| Prop Case No: 804101 1060S160                                                                 | Item Id: 01                          | Current Qty: 9          |
| Local Ref No: MSFC                                                                            | Turn-In Doc No: 123                  |                         |
| Item Name/Desc: MSFC                                                                          | / MARSHALL                           |                         |
| Disposition Qty: *****                                                                        | Actual Prop Removal Date: ** ** **** |                         |
| Trans Id: T08                                                                                 | ECN:                                 |                         |
| ===== TRANSFeree INFORMATION =====                                                            |                                      |                         |
| Requestor Name: *****                                                                         |                                      | Phone: ( ** ) ** - **** |
| Agency Name: *****                                                                            |                                      |                         |
| Address: *****                                                                                |                                      |                         |
| City: *****                                                                                   | State: **                            | Zip: **** _             |
| Province: _____                                                                               | Country: _____                       |                         |
| Approved By: _____                                                                            | Approved: ** ** ****                 |                         |
| Doc No: *****                                                                                 | Print SF-120 Correction: _____       | GSA Rpt Date: / /       |
| Transferee is Contractor/Grantee (C, G, ' '): _                                               |                                      | Withdrawal Date: _____  |
| Txn Desc: _____                                                                               | More: _                              |                         |
| Next Prop Case No: _____                                                                      | Next Item Id: _                      | Retain (Y/N): _         |
| Navigation:                                                                                   |                                      |                         |
| Enter- PF13- -PF14- -PF15- -PF16- -PF17- -PF18- -PF19- -PF20- -PF21- -PF22- -PF23- -PF24- - - |                                      |                         |
| HELP LOPF PREV RVW CNCL                                                                       |                                      | EXIT                    |

## INPUT DATA

- Disposition Qty
- Actual Prop Removal Date input format = **MM/DD/YYYY**
- Transferee Information
  - Requestor Name

- Phone
- Agency Name
- Address
- City
- State
- Zip
- Transferee is Contractor/Grantee                      input value = **C**, **G**, or **blank**
- Doc No
- Approved By
- Approved                                                      input format = **MM/DD/YYYY**
- Print SF-120
- Withdrawal/Correction                                      input value = **C** or **blank**
- Txn Desc
- More                                                              input value = **Y** or **blank**
- Next Prop Case No
- Next Item Id
- Retain                                                              input value = **Y** or **N** (Default = N)

**NOTE:** If the user enters **Y** at Retain, certain data elements on the screen are saved and are displayed for the processing of the next case. Retain is applicable in conjunction with Next Prop Case No.

- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.
- If Print SF-120 Withdrawal/Correction equals **C** a pop-up window (ND5100MD) is displayed to enter the Withdrawal/Correction Narrative.

|                                                                                                          |                                          |                |
|----------------------------------------------------------------------------------------------------------|------------------------------------------|----------------|
| NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM                                                                 |                                          | 03/02/01       |
| ND5105MA / ND5108PA                                                                                      | TRANSFER TRANSACTIONS                    | 13: 59: 40     |
|                                                                                                          | TRAN N G                                 | MSXXX          |
| Prop Case No: 804101 5332S027                                                                            | Item Id: 01                              | Current Qty: 1 |
| Local Ref No:                                                                                            | Turn-In Doc No:                          |                |
| Item Name/Desc: DISPLAY UNIT                                                                             | /                                        |                |
| Disposition Qty: 1****                                                                                   | Actual Prop Removal Date: 02 01 2001     |                |
| Trans Id: T08                                                                                            | ECN: G031466                             |                |
| =====                                                                                                    |                                          | =====          |
| Reque                                                                                                    | ND5100MD                                 | 5              |
| Ag                                                                                                       | GSA Withdrawal Approval Date: 01 02 2001 |                |
|                                                                                                          | Withdrawal/Correction Narrative:         |                |
| Appro                                                                                                    | _____                                    | 2001           |
| Doc N                                                                                                    | _____                                    | / 96           |
| Trans                                                                                                    | _____                                    | 2001           |
| Txn D                                                                                                    | _____                                    | e: _           |
| Next                                                                                                     | Enter 'C' to Cancel: _ ):                |                |
| Navig                                                                                                    |                                          |                |
| Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - - |                                          |                |
| HELP                                                                                                     |                                          |                |

## INPUT DATA

- Withdrawal/Correction Narrative
- Enter 'C' to Cancel input value = **C** or **blank**
- Press **<Enter>**. If a **C** is entered at Enter 'C' to Cancel, NPDMS displays the TRANSFER TRANSACTIONS screen (ND5105MA).
- If **Y** is entered at More, a pop-up window (ND5100MC) is displayed to enter the Property Transaction Description.

|                                                                                                          |                                      |                |
|----------------------------------------------------------------------------------------------------------|--------------------------------------|----------------|
| NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM                                                                 |                                      | 03/01/01       |
| ND5105MA / ND5108PA                                                                                      | TRANSFER TRANSACTIONS                | 09: 13: 05     |
|                                                                                                          | TRAN OFA                             | MSXXX          |
| Prop Case No: 804101 1060S160                                                                            | Item Id: 01                          | Current Qty: 3 |
| Local Ref No: MSFC                                                                                       | Turn-In Doc No: 123                  |                |
| Item Name/Desc: MSFC                                                                                     | / MARSHALL                           |                |
| Disposition Qty: 2****                                                                                   | Actual Prop Removal Date: 02 01 2001 |                |
| Trans Id: T08                                                                                            | ECN:                                 |                |
| =====                                                                                                    |                                      | =====          |
| Reques                                                                                                   | ND5100MC                             | 55             |
| Age                                                                                                      | Property Transaction Description:    |                |
|                                                                                                          | _____                                |                |
|                                                                                                          | _____                                |                |
| Approv                                                                                                   | _____                                | 2001           |
| Doc No                                                                                                   | _____                                | /              |
| Transf                                                                                                   | Enter 'C' to Cancel: _               |                |
| Txn De                                                                                                   | re: Y                                |                |
| Next P                                                                                                   | N): _                                |                |
| Navigation:                                                                                              |                                      |                |
| Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - - |                                      |                |
| HELP LOPF PREV RVW CNCL EXIT                                                                             |                                      |                |

## INPUT DATA

- Property Transaction Description
- Enter 'C' to Cancel input value = **C** or **blank**
- Press **<Enter>**. If a **C** is entered at Enter 'C' to Cancel, NPDMS displays the TRANSFER TRANSACTIONS screen (ND5105MA).
- NPDMS then displays the message *'Entry Reference Number Assigned is: N10'* and remains on the TRANSFER TRANSACTIONS screen for entry of the Next Property Case Number. If Next Property Case Number is blank and the user presses **<Enter>**, NPDMS returns to the TRANSACTION MENU (ND5000MA) screen.

### 4.8.7.5.8 Transferred to DRMO For Further Processing

This process allows the user to record the Transfer to DRMO for Further Processing Disposition of Controlled (NEMS-tagged) and Non-Controlled NASA Property held on the NPDMS Case File.

**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- Component System records are processed one item at a time.
- From the TRANSACTION MENU (ND5000MA), type **7** at Enter Selection, Prop Case No, optionally an Item Id, and **T09** at Trans Id to access the TRANSFER TRANSACTIONS screen (ND5105MA).
- Press **<Enter>**. NPDMS displays the TRANSFER TRANSACTIONS screen (ND5105MA) and places the cursor at the first input field.

|                                                                                                          |                                            |                 |
|----------------------------------------------------------------------------------------------------------|--------------------------------------------|-----------------|
| NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM                                                                 |                                            | 03/02/01        |
| TRANSFER TRANSACTIONS                                                                                    |                                            | 13:43:47        |
| TRAN N G                                                                                                 |                                            | MSXXX           |
| Prop Case No: 804101 1060S160                                                                            | Item Id: 01                                | Current Qty: 23 |
| Local Ref No: MSFC                                                                                       | Turn-In Doc No: 123                        |                 |
| Item Name/Desc: MSFC                                                                                     | / MARSHALL                                 |                 |
| Disposition Qty: *****                                                                                   | Actual Prop Removal Date: ** ** ****       |                 |
| Trans Id: T09                                                                                            | ECN:                                       |                 |
| ===== TRANSFeree INFORMATION =====                                                                       |                                            |                 |
| Requestor Name: *****                                                                                    | Phone: ( ** ) ** - ****                    |                 |
| Agency Name:                                                                                             |                                            |                 |
| Address:                                                                                                 |                                            |                 |
| City: *****                                                                                              | State: **                                  | Zip: *****      |
| Province: *****                                                                                          | Country: *****                             |                 |
| Approved By: *****                                                                                       | Approved: ** ** ****                       |                 |
| Doc No: *****                                                                                            | Print SF-120 Correction: GSA Rpt Date: / / |                 |
| Transferee is Contractor/Grantee (C, G, ' '): _ Withdrawal Date:                                         |                                            |                 |
| Txn Desc: *****                                                                                          | More: _                                    |                 |
| Next Prop Case No: *****                                                                                 | Next Item Id: _                            | Retain (Y/N): _ |
| Navigation: *****                                                                                        |                                            |                 |
| Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - - |                                            |                 |
| HELP LOPF PREV RVW CNCL                                                                                  |                                            | EXIT            |

## INPUT DATA

- Disposition Qty
- Actual Prop Removal Date input format = **MM/DD/YYYY**
- Transferee Information
  - Requestor Name
  - Phone
  - Approved input format = **MM/DD/YYYY**
  - Txn Desc
  - More input value = **Y** or **blank**
- Next Prop Case No
- Next Item Id
- Retain input value = **Y** or **N** (Default = N)

**NOTE:** If the user enters **Y** at Retain, certain data elements on the screen are saved and are displayed for the processing of the next case. Retain is applicable in conjunction with Next Prop Case No.



- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

```

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM 03/01/01
ND5105MA / ND5109PA TRANSFER TRANSACTIONS 09: 13: 05
 TRAN OFA MSXXX
Prop Case No: 804101 1060S160 Item Id: 01 Current Qty: 3
Local Ref No: MSFC Turn-In Doc No: 123
Item Name/Desc: MSFC / MARSHALL
Disposition Qty: 2**** Actual Prop Removal Date: 02 01 2001
Trans Id: T09 ECN:
=====
Reques 55
Age
ND5100MC Property Transaction Description:
_____|_____
_____|_____
_____|_____
_____|_____
_____|_____
Approv 2001
Doc No /
Transf
Txn De
Next P
Navigation: _____
Enter- PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
HELP LOPF PREV RVW CNCL EXIT
```

- Property Transaction Description
- Enter 'C' to Cancel input value = **C**
- Press **<Enter>**. If a **C** is entered at Enter 'C' to Cancel, NPDMS displays the TRANSFER TRANSACTIONS screen (ND5105MA).
- NPDMS then displays the message *'Entry Reference Number Assigned is: N10'* and remains on the TRANSFER TRANSACTIONS screen for entry of the Next Property Case Number. If Next Property Case Number is blank and the user presses **<Enter>**, NPDMS returns to the TRANSACTION MENU (ND5000MA) screen.

This process allows the user to record the Transfer of Foreign Excess Property for Donation Disposition of Controlled (NEMS-tagged) and Non-Controlled NASA Property.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMs displays an appropriate warning or error message

if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- Component System records are processed one item at a time.
- From the TRANSACTION MENU (ND5000MA), type **7** at Enter Selection, Prop Case No, optionally an Item Id, and **T10** at Trans Id to access the DONATION TRANSACTIONS screen (ND5110MA).
- Press **<Enter>**. NPDMS displays the DONATION TRANSACTIONS screen (ND5110MA).

|                                                                                                          |                                      |                   |
|----------------------------------------------------------------------------------------------------------|--------------------------------------|-------------------|
| NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM                                                                 |                                      | 03/01/01          |
| ND5110MA / ND5110PA                                                                                      | DONATION TRANSACTIONS                | 09: 36: 05        |
|                                                                                                          | DO F                                 | MSXXX             |
| Prop Case No: 804101 1060S160                                                                            | Item ID: 01                          | Current Qty: 1    |
| Local Ref No: MSFC                                                                                       | Turn-In Doc No: 123                  |                   |
| Item Name/Dsc: MSFC                                                                                      | / MARSHALL                           |                   |
| Disposition Qty: *****                                                                                   | Actual Prop Removal Date: ** ** **** |                   |
| Trans Id: T10                                                                                            | ECN:                                 |                   |
| ===== DONEE INFORMATION =====                                                                            |                                      |                   |
| Requestor Name: *****                                                                                    | Phone: ( ____ ) ____ - ____          |                   |
| Donee Agency: *****                                                                                      |                                      |                   |
| Address: *****                                                                                           |                                      |                   |
| City: *****                                                                                              | State: ____                          | Zip: ____         |
| Province: _____                                                                                          | Country: *****                       |                   |
| Approved By: _____                                                                                       | Approved: ** ** ****                 |                   |
| Doc No: *****                                                                                            | Print SF-120 Correction: _           | GSA Rpt Date: / / |
| PDO Justification: *****                                                                                 | More: _                              |                   |
| Narrative to GSA: _____                                                                                  | More: _____                          |                   |
| Next Prop Case No: _____                                                                                 | Next Item ID: ____                   | Retain (Y/N): _   |
| Navigation:                                                                                              |                                      |                   |
| Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - - |                                      |                   |
| HELP LOPF PREV RVW CNCL EXIT                                                                             |                                      |                   |

## INPUT DATA

- Disposition Qty
- Actual Prop Removal Date input format = **MM/DD/YYYY**
- Donee Information
  - Requestor Name
  - Phone
  - Donee Agency
  - Address

- City
- State
- Zip
- Province
- Country
- Approved By
- Approved input format = **MM/DD/YYYY**
- Doc No
- PDO Justification
- More input value = **Y** or **blank**
- Next Prop Case No
- Next Item Id
- Retain input value = **Y** or **N** (Default = N)

**NOTE:** If the user enters **Y** at Retain, certain data elements on the screen are saved and are displayed for the processing of the next case. Retain is applicable in conjunction with Next Prop Case No.

- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

If a **Y** is entered at More, a pop-up window (ND5100MC) is displayed to enter the Property Transaction Description.

|                                          |                     |              |         |                  |
|------------------------------------------|---------------------|--------------|---------|------------------|
| NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM |                     |              |         | 03/01/01         |
| DONATION TRANSACTIONS                    |                     |              |         | 09:38:24         |
| DO F                                     |                     |              |         | MSXX             |
| Prop Case No: 804101 1060S160            | Item ID: 01         | Current Qty: | 1       |                  |
| Local Ref No: MSFC                       | Turn-In Doc No: 123 |              |         |                  |
| Item Name/Desc: MSFC                     | / MARSHALL          |              |         |                  |
| Disposition Qty: 1****                   | Actual              | Prop         | Removal | Date: 02 01 2001 |
| Trans Id: T10                            | ECN:                |              |         |                  |

|         |          |                                    |
|---------|----------|------------------------------------|
| =====   |          | =====                              |
| Reques  |          | - 5555                             |
| Done    | ND5100MC | Property Transacti on Description: |
|         |          |                                    |
|         |          |                                    |
|         |          | *****                              |
| Approv  |          | 2001                               |
| Doc. No |          | /                                  |

|        |                        |       |
|--------|------------------------|-------|
| Approv |                        | 2001  |
| Doc No |                        | /     |
| PDO Ju | Enter 'C' to Cancel: _ | re: Y |
| Narra  |                        | re:   |
| Next P |                        | N:    |

Navi g a t i o n: \_\_\_\_\_

Enter- PF13- PF14- PF15- PF16- PF17- PF18- PF19- PF20- PF21- PF22- PF23- PF24- --  
HELP LOPF PREV RVW CNCL EXIT

## INPUT DATA

- Property Transaction Description
- Enter 'C' to Cancel input value = **C** or **blank**
- Press **<Enter>**. If a **C** is entered at Enter 'C' to Cancel, NPDMS displays the TRANSFER TRANSACTIONS screen (ND5110MA).
- NPDMS then displays the message *'Entry Reference Number Assigned is: N10'* and remains on the DONATION TRANSACTIONS screen for entry of the Next Property Case Number. If Next Property Case Number is blank and the user presses **<Enter>**, NPDMS returns to the TRANSACTION MENU (ND5000MA) screen.

#### 4.8.7.5.10 Donation to Public Bodies Without Prior GSA Approval

This process allows the user to record the Donation to Public Bodies without Prior GSA Approval Disposition of Controlled (NEMS-tagged) and Non-Controlled NASA Property.

**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system..

- Component System records are processed one item at a time.
- From the TRANSACTION MENU (ND5000MA), type **7** at Enter Selection, Prop Case No, optionally an Item Id, and **T11** at Trans Id to access the DONATION TRANSACTIONS screen (ND5110MA).
- Press **<Enter>**. NPDMS displays the DONATION TRANSACTIONS screen (ND5110MA).

|                                                                                                          |                                      |                   |
|----------------------------------------------------------------------------------------------------------|--------------------------------------|-------------------|
| NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM                                                                 |                                      | 03/01/01          |
| ND5110MA / ND5111PA                                                                                      | DONATION TRANSACTIONS                | 09: 42: 40        |
| DO P                                                                                                     |                                      | MSXXX             |
| Prop Case No: 804101 1060S162                                                                            | Item ID: 01                          | Current Qty: 25   |
| Local Ref No:                                                                                            | Turn-In Doc No:                      |                   |
| Item Name/Desc: COMPUTER, DIGITAL                                                                        | /                                    |                   |
| Disposition Qty: *****                                                                                   | Actual Prop Removal Date: ** ** **** |                   |
| Trans Id: T11                                                                                            | ECN:                                 |                   |
| ===== DONEE INFORMATION =====                                                                            |                                      |                   |
| Requestor Name: *****                                                                                    | Phone: ( ____ ) ____ - ____          |                   |
| Donee Agency: *****                                                                                      |                                      |                   |
| Address: *****                                                                                           |                                      |                   |
| City: *****                                                                                              | State: ____                          | Zip: ____         |
| Province: _____                                                                                          | Country: *****                       |                   |
| Approved By: _____                                                                                       | Approved: ** ** ****                 |                   |
| Doc No: *****                                                                                            | Print SF-120 Correction:             | GSA Rpt Date: / / |
| PDO Justification: *****                                                                                 | More: _                              |                   |
| Narrative to GSA:                                                                                        | More: _                              |                   |
| Next Prop Case No: _____                                                                                 | Next Item ID: ____                   | Retain (Y/N): _   |
| Navigation:                                                                                              |                                      |                   |
| Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - - |                                      |                   |
| HELP LOPF PREV RVW CNCL EXIT                                                                             |                                      |                   |

#### INPUT DATA

- Disposition Qty
- Actual Prop Removal Date                      input format = **MM/DD/YYYY**
- Donee Information
  - Requestor Name
  - Phone
  - Donee Agency
  - Address
  - City
  - State
  - Zip
  - Approved By
  - Approved                                      input format = **MM/DD/YYYY**
  - Doc No
  - Print SF-120 Correction                      input value = **C** or **blank**
  - PDO Justification
  - More                                              input value = **Y** or **blank**
  - Narrative To GSA
  - More                                              input value = **Y** or **blank**
- Next Prop Case No
- Next Item Id
- Retain                                              input value = **Y** or **N** (Default =N)

**NOTE:** If the user enters **Y** at Retain, certain data elements on the screen are saved and are displayed for the processing of the next case. Retain is applicable in conjunction with Next Prop Case No.

- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

If a **Y** is entered at More for PDO Justification, a pop-up window (ND5100MC) is displayed to enter the Property Transaction Description.

|                                                                                               |                                      |                 |
|-----------------------------------------------------------------------------------------------|--------------------------------------|-----------------|
| NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM                                                      |                                      | 03/01/01        |
| DONATION TRANSACTIONS                                                                         |                                      | 09: 44: 44      |
| DO P                                                                                          |                                      | MSXXX           |
| Prop Case No: 804101 1060S162                                                                 | Item ID: 01                          | Current Qty: 25 |
| Local Ref No:                                                                                 | Turn-In Doc No:                      |                 |
| Item Name/Desc: COMPUTER, DIGITAL                                                             | /                                    |                 |
| Disposition Qty: 1****                                                                        | Actual Prop Removal Date: 02 01 2001 |                 |
| Trans Id: T11                                                                                 | ECN:                                 |                 |
|                                                                                               |                                      | =====           |
| Reques                                                                                        | ND5100MC                             | - 5555          |
| Done                                                                                          | Property Transaction Description:    |                 |
|                                                                                               | NONE                                 |                 |
|                                                                                               | _____                                |                 |
|                                                                                               | _____                                |                 |
|                                                                                               | _____                                |                 |
|                                                                                               | _____                                |                 |
| Approv                                                                                        |                                      | *****           |
| Doc No                                                                                        |                                      | 2001            |
| PDO Ju                                                                                        |                                      | /               |
| Narra                                                                                         | Enter 'C' to Cancel: _               | re: Y           |
| Next P                                                                                        |                                      | re:             |
| Navigation:                                                                                   |                                      | N): _           |
| Enter- PF13- -PF14- -PF15- -PF16- -PF17- -PF18- -PF19- -PF20- -PF21- -PF22- -PF23- -PF24- - - |                                      |                 |
| HELP LOPF PREV RVW CNCL                                                                       |                                      | EXIT            |

## INPUT DATA

- Property Transaction Description
- Enter 'C' to Cancel input value = **C** or **blank**
- Press **<Enter>**. If a **C** is entered at Enter 'C' to Cancel, NPDMS displays the TRANSFER TRANSACTIONS (ND5110MA) screen.

If **Y** is entered at More for Narrative to GSA, a pop-up window (ND5100MD) is displayed to enter the Withdrawal/Correction Narrative.



|                                                                                                          |                                          |                |
|----------------------------------------------------------------------------------------------------------|------------------------------------------|----------------|
| NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM                                                                 |                                          | 03/02/01       |
| ND5105MA / ND5111PA                                                                                      | DONATION TRANSACTIONS                    | 13: 59: 40     |
|                                                                                                          | DO P                                     | MSXXX          |
| Prop Case No: 804101 1060S161                                                                            | Item Id: 01                              | Current Qty: 1 |
| Local Ref No:                                                                                            | Turn-In Doc No:                          |                |
| Item Name/Desc: DISPLAY UNIT                                                                             | /                                        |                |
| Disposition Qty: 1****                                                                                   | Actual Prop Removal Date: 02 01 2001     |                |
| Trans Id: T11                                                                                            | ECN: G031466                             |                |
| =====                                                                                                    | =====                                    |                |
| Reque                                                                                                    | 5                                        |                |
| Ag                                                                                                       | ND5100MD                                 |                |
|                                                                                                          | GSA Withdrawal Approval Date: 01 02 2001 |                |
|                                                                                                          | Withdrawal /Correction Narrative:        |                |
| Appro                                                                                                    | _____                                    |                |
| Doc N                                                                                                    | _____                                    |                |
| Trans                                                                                                    | _____                                    |                |
| Txn D                                                                                                    | _____                                    |                |
| Next                                                                                                     | e: -                                     |                |
| Navig                                                                                                    | ): -                                     |                |
| Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - - |                                          |                |
| HELP LOPF PREV RVW CNCL EXIT                                                                             |                                          |                |

#### INPUT DATA

- Withdrawal/Correction Narrative
- Enter 'C' to Cancel input value = **C** or **blank**
- Press **<Enter>**. If a **C** is entered at Enter 'C' to Cancel, NPDMS displays the TRANSFER TRANSACTIONS (ND5110MA) screen.
- NPDMS then displays the message '*Entry Reference Number Assigned is: N10*' and remains on the DONATION TRANSACTIONS screen for entry of the Next Property Case Number.

#### 4.8.7.5.11 Donation Approved By GSA

This process allows the user to record the Donation Approved by GSA Disposition of Controlled (NEMS-tagged) and Non-Controlled NASA Property.

**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- Component System records are processed one item at a time.

- From the TRANSACTION MENU (ND5000MA), type **7** at Enter Selection, Prop Case No, optionally an Item Id, and **T13** at Trans Id to access the DONATION TRANSACTIONS screen (ND5110MA).
- Press **<Enter>**. NPDMS displays the DONATION TRANSACTIONS screen (ND5110MA).

|                                                                                                          |                                      |                   |
|----------------------------------------------------------------------------------------------------------|--------------------------------------|-------------------|
| NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM                                                                 |                                      | 03/01/01          |
| ND5110MA / ND5113PA                                                                                      | DONATION TRANSACTIONS                | 09: 58: 50        |
|                                                                                                          | DO AP                                | MSXXX             |
| Prop Case No: 804101 1060S161                                                                            | Item ID: 01                          | Current Qty: 22   |
| Local Ref No: MARSHALL SPACE FLIGHT CENTER                                                               | Turn-In Doc No:                      |                   |
| Item Name/Desc: COMPUTER, DIGITAL                                                                        | /                                    |                   |
| Disposition Qty: *****                                                                                   | Actual Prop Removal Date: ** ** **** |                   |
| Trans Id: T13                                                                                            | ECN:                                 |                   |
| ===== DONEE INFORMATION =====                                                                            |                                      |                   |
| Requestor Name: *****                                                                                    | Phone: ( ____ ) ____ - ____          |                   |
| Donee Agency: *****                                                                                      |                                      |                   |
| Address: *****                                                                                           |                                      |                   |
| City: *****                                                                                              | State: ____                          | Zip: ____         |
| Province: _____                                                                                          | Country: *****                       |                   |
| Approved By: _____                                                                                       | Approved: ** ** ****                 |                   |
| Doc No: *****                                                                                            | Print SF-120 Correction:             | GSA Rpt Date: / / |
| PD0 Justification:                                                                                       |                                      | More: _           |
| Narrative to GSA: _____                                                                                  |                                      | More: _           |
| Next Prop Case No: _____                                                                                 | Next Item ID: ____                   | Retain (Y/N): _   |
| Navigation: _____                                                                                        |                                      |                   |
| Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - - |                                      |                   |
| HELP LOPF PREV RVW CNCL                                                                                  |                                      | EXIT              |

## INPUT DATA

- Disposition Qty
- Actual Prop Removal Date input format = **MM/DD/YYYY**
- Donee Information
  - Requestor Name
  - Phone
  - Donee Agency
  - Address
  - City
  - State
  - Zip

- Approved By
- Approved input format = **MM/DD/YYYY**
- Doc No
- Next Prop Case No
- Next Item Id
- Retain input value = **Y** or **N** (Default = N)

**NOTE:** If the user enters **Y** at Retain, certain data elements on the screen are saved and are displayed for the processing of the next case. Retain is applicable in conjunction with Next Prop Case No.

- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.
- NPDMS then displays the message *'Entry Reference Number Assigned is: N10'* and remains on the DONATION TRANSACTIONS screen for entry of the Next Property Case Number. If Next Property Case Number is blank and the user presses **<Enter>**, NPDMS returns to the TRANSACTION MENU (ND5000MA) screen.

#### 4.8.7.5.12 Transferred To Other Without Prior GSA Approval

This process allows the user to record the Transfer to Other Without Prior GSA Approval Disposition of Controlled (NEMS-tagged) and Non-Controlled NASA Property.

**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- Component System records are processed one item at a time.
- From the TRANSACTION MENU (ND5000MA), type **7** at Enter Selection, Prop Case No, optionally an Item Id, and **T16** at Trans Id to access the TRANSFER TRANSACTIONS screen (ND5105MA).

Press **<ENTER>**. The Enter Category and Recipient Window displays.

|                                                                                                          |                                             |                     |
|----------------------------------------------------------------------------------------------------------|---------------------------------------------|---------------------|
| <b>WARNING! - PDO HAS NOT ACKNOWLEDGED RECEIPT OF THIS CASE</b>                                          |                                             | 08/12/99            |
| NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM                                                                 |                                             | 10: 17: 21          |
| ND5000MA / ND5000PA                                                                                      | TRANSACTION MENU                            | MSWCH               |
| TX                                                                                                       |                                             |                     |
| ENTER CATEGORY AND RECIPIENT                                                                             |                                             |                     |
|                                                                                                          |                                             |                     |
| Category: * (S=Stevenson/Wylder, B=SBIR, 0=Other)                                                        |                                             |                     |
| Recipient:                                                                                               |                                             |                     |
|                                                                                                          |                                             |                     |
| Prop Case No:                                                                                            | 804101 9224S108                             | Item Id: ____       |
| ECN:                                                                                                     | _____                                       | Cust Acct No: _____ |
| ERN:                                                                                                     | _____ (For Reversal only)                   |                     |
| Trans Id:                                                                                                | T16_ (Process Final Disposition w/o Freeze) |                     |
| Navigation: _____                                                                                        |                                             |                     |
| Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - - |                                             |                     |
| HELP LOPF PREV RVW CNCL CLEAR EXIT                                                                       |                                             |                     |

## INPUT DATA

- Category input **S**, **B**, or **O**
- Agency Name
- Press **<ENTER>**. The Recipient Name Table Browse Screen displays.

**NOTE.** If a Agency Name is typed and enter is pressed, the Recipient Name browse list repositions to the Recipient Name entered or the next closest value after the Recipient Name.

|                                                                                                          |                                            |                               |
|----------------------------------------------------------------------------------------------------------|--------------------------------------------|-------------------------------|
| NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM                                                                 |                                            | 08/12/99                      |
| RECIPIENT NAME TABLE BROWSE                                                                              |                                            | 10: 19: 09                    |
| ND3170MD / ND3170PC                                                                                      | TRAN OT                                    | MSWCH                         |
| Valid ACT = A, D, S                                                                                      |                                            |                               |
| ACT                                                                                                      | RECIPIENT                                  | RECIPIENT AGENCY              |
| ---                                                                                                      | -----                                      | -----                         |
| -                                                                                                        | AA                                         | AAA                           |
| -                                                                                                        | ADD TEST                                   | ADDED 07/19/99                |
| -                                                                                                        | ADDTTEST                                   | ADD A TEST                    |
| -                                                                                                        | AHS                                        | ATHENS HIGH SCHOOL            |
| -                                                                                                        | ANDY                                       | ANDY'S CO                     |
| -                                                                                                        | ATHENS MS                                  | ATHENS MIDDLE SCHOOL          |
| -                                                                                                        | GRISSOM                                    | VIRGIL I. GRISSOM HIGH SCHOOL |
| -                                                                                                        | HUNTSVILLE                                 | HUNTSVILLE HIGH SCHOOL        |
| -                                                                                                        | NEALC                                      | NEAL CANTRELL                 |
| -                                                                                                        | TESTTEST                                   | MSFC                          |
|                                                                                                          | Start Value                                |                               |
|                                                                                                          | _____ (Enter Full or Partial Browse Value) |                               |
| Navigation: _____                                                                                        |                                            |                               |
| Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - - |                                            |                               |
| LOPF PREV PGUP PGDN EXIT                                                                                 |                                            |                               |

## INPUT DATA

The Start Value field represents the beginning Recipient Id to start the browse list. For example, if you know that the Recipient starts with AL, then enter AL in the Start Value field.

- Start Value
- Press **<ENTER>**, **PF19**, **PF7**, **PF20** or **PF8**.

If a Start Value is typed and enter is pressed, the Transfer Type browse list repositions to the Transfer Type entered or the next closest value after the Transfer Type. If a Start Value is not entered and enter is pressed, or if PF20 or PF8 is pressed, the next 10 Transfer Types will be displayed (if there are not 10 Transfer Types left to browse, the remaining Transfer Types will be displayed). If you press PF19 or PF7 the 10 previous Transfer Types will be displayed.

## INPUT DATA

- ACT input value = **A**, **S**, or **D**

Press **<ENTER>**. The system displays the Recipient data if input value = **D**. If input value = **A**, the system displays Recipient Add Screen. If input = **S** the Recipient is selected.

If input = **A**:

|                                                                                                                                                                                                                                                                                                                                              |                                                                                    |                                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|---------------------------------|
| ND3170MA / ND3170MA                                                                                                                                                                                                                                                                                                                          | NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM<br>RECIPIENT NAME TABLE - 170<br>A TB ADD | 08/11/99<br>09: 43: 35<br>MSWCH |
| Recipient: *****<br>Agency Name: *****<br>Address: *****<br><br>City: ***** State: ** Zip: *****<br>Phone: ( ** ) ** - ****<br><br>Transfer Type: ***<br>Subtype: *****<br><br>Navigation: _____<br><br>Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -<br>HELP LOPF PREV CNCL EXIT |                                                                                    |                                 |

## INPUT DATA

- Recipient
- Agency Name
- Address (line 1)

- Address (line 2)
- City
- State
- Zip
- Phone
- Press **<ENTER>** NPDMS then displays the Transfer Type Browse Screen.

Navi gati on:

|        |       |       |       |       |       |       |       |       |       |       |       |         |
|--------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|---------|
| Enter- | PF13- | PF14- | PF15- | PF16- | PF17- | PF18- | PF19- | PF20- | PF21- | PF22- | PF23- | PF24- - |
|        | LOPF  | PREV  |       |       |       |       | PGUP  | PGDN  |       |       |       | EXIT    |

The Start Value field represents the beginning Transfer Type Id to start the browse list. For example, if you know that the Transfer Type starts with AL, then enter AL in the Start Value field.

- If a Start Value is typed and enter is pressed, the Transfer Type browse list repositions to the Transfer Type entered or the next closest value after the Transfer Type. If a Start Value is not entered and enter is pressed, or if PF20 or PF8 is pressed, the next 10 Transfer Types will be displayed (if there are not 10 Transfer Types left to browse, the remaining Transfer Types will be displayed). If you press PF19 or PF7 the 10 previous Transfer Types will be displayed.

- ACT input value = **A** or **D**
- Press **<ENTER>**. The system displays the Transfer Type data if input value = **D**. If input value = **A**, the system displays Transfer Type Add Screen.

|                                          |                           |            |
|------------------------------------------|---------------------------|------------|
| NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM |                           | 08/11/99   |
| ND3180MA / ND3180MA                      | TRANSFER TYPE TABLE - 180 | 09: 52: 09 |
|                                          | A TB ADD                  | MSWCH      |

  

Type: \*\*\*

Text: \*\*\*\*\*

  

Navigation: \_\_\_\_\_

Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -  
HELP LOPF PREV CNCL EXIT

## INPUT DATA

- Type
- Text
- Press <ENTER>. NPDMS then displays the Transfer Subtype Browse Screen.

|                                          |                        |            |
|------------------------------------------|------------------------|------------|
| NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM |                        | 08/11/99   |
| ND3180MC / ND3190NA                      | TRANSFER SUBTYPE TABLE | 09: 45: 12 |
| Valid ACT = A, S                         |                        | MSWCH      |

  

| ACT | SUBTYPE     | TEXT                                 |
|-----|-------------|--------------------------------------|
| --- | -----       | -----                                |
| -   | AAAAAA      | AAAAAAA                              |
| -   | ADDADD      | TEST ADD                             |
| -   | AJHS        | APPLEBY JUNIOR HIGH SCHOO            |
| -   | HS          | HOME SCHOOL                          |
| -   | NEW1        | NEW ONE                              |
| -   | PAK12       | PAROCHIAL K- 12                      |
| -   | PAK6        | PAROCHIAL K- 6                       |
| -   | PA78        | PAROCHIAL 7- 8                       |
| -   | PA912       | PAROCHIAL 9- 12                      |
| -   | PRK12       | PRIVATE K- 12                        |
|     | Start Value |                                      |
|     | _____       | (Enter Full or Partial Browse Value) |

  

Navigation: \_\_\_\_\_

Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -  
LOPF PREV PGUP PGDN EXIT



## INPUT DATA

The Start Value field represents the beginning Transfer Subtype Id to start the browse list. For example, if you know that the Transfer Subtype starts with AL, then enter AL in the Start Value field.

- Start Value
- Press **<ENTER>**, **PF19**, **PF7**, **PF20** or **PF8**.

If a Start Value is typed and enter is pressed, the Transfer Subtype browse list repositions to the Transfer Subtype entered or the next closest value after the Transfer Subtype. If a Start Value is not entered and enter is pressed, or if PF20 or PF8 is pressed, the next 10 Transfer Subtypes will be displayed (if there are not 10 Transfer Subtypes left to browse, the remaining Transfer Subtypes will be displayed). If you press PF19 or PF7 the 10 previous Transfer Subtypes will be displayed.

## INPUT DATA

- ACT input value = **A** or **D**
- Press **<ENTER>**. The system displays the Transfer Subtype data if input value = **D**. If input value = **A**, the system displays Transfer Subtype Add Screen.

|                                                                                                          |                                                                                      |                               |
|----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-------------------------------|
| ND3190MA / ND3190MA                                                                                      | NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM<br>TRANSFER SUBTYPE TABLE - 190<br>A TB ADD | 08/11/99<br>09:56:49<br>MSWCH |
| Subtype: *****                                                                                           |                                                                                      |                               |
| Text: *****                                                                                              |                                                                                      |                               |
| Navigation: _____                                                                                        |                                                                                      |                               |
| Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - - |                                                                                      |                               |
| HELP LOPF PREV CNCL                                                                                      | EXIT                                                                                 |                               |

## INPUT DATA

- Subtype
- Text
- Press **<ENTER>**. NPDMS then redisplay the Recipient Name Add Screen.

|                     |                                                                                    |                                 |
|---------------------|------------------------------------------------------------------------------------|---------------------------------|
| ND3170MA / ND3170MA | NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM<br>RECIPIENT NAME TABLE - 170<br>A TB ADD | 08/11/99<br>09: 43: 35<br>MSWCH |
|---------------------|------------------------------------------------------------------------------------|---------------------------------|

  

|                |                            |
|----------------|----------------------------|
| Recipient:     | *****                      |
| Agency Name:   | *****                      |
| Address:       | *****                      |
| City:          | ***** State: ** Zip: ***** |
| Phone:         | ( ** ) ** - **             |
| Transfer Type: | ***                        |
| Subtype:       | *****                      |

  

Navigation: \_\_\_\_\_

|                                                                                                          |
|----------------------------------------------------------------------------------------------------------|
| Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - - |
| HELP LOPF PREV CNCL EXIT                                                                                 |

## INPUT DATA

- Press <ENTER>, PF15, PF3, PF17, PF5, PF24, or PF12.
- If enter is pressed Recipient Name Add Screen is redisplayed with the message Record Successfully Added.

If input = S:

|                     |                                                                                                      |                                 |
|---------------------|------------------------------------------------------------------------------------------------------|---------------------------------|
| ND3170MD / ND3170PC | NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM<br>RECIPIENT NAME TABLE BROWSE<br>TRAN OT<br>RECIPIENT NAME | 08/12/99<br>10: 19: 09<br>MSWCH |
|---------------------|------------------------------------------------------------------------------------------------------|---------------------------------|

Valid ACT = A, D, S

  

|                |                                      |
|----------------|--------------------------------------|
| Recipient:     | TESTTEST****                         |
| Agency Name:   | MSFC*****                            |
| Address:       | 4485*****                            |
| City:          | HUNTAVEGAS***** State: AL Zip: 12356 |
| Phone:         | ( 213 ) 546 - 8998                   |
| Transfer Type: | AT2                                  |
| Subtype:       | PR78** PRIVATE 7-8                   |

  

Start Value  
\_\_\_\_\_ (Enter Full or Partial Browse Value)

  

Navigation: \_\_\_\_\_

|                                                                                                          |
|----------------------------------------------------------------------------------------------------------|
| Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - - |
| LOPF PREV PGUP PGDN EXIT                                                                                 |

- Press <Enter>. NPDMS displays the TRANSFER TRANSACTIONS screen (ND5116MA).

|                                                                                                          |                                   |                            |
|----------------------------------------------------------------------------------------------------------|-----------------------------------|----------------------------|
| NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM                                                                 |                                   | 08/27/99                   |
| ND5116MA / ND5116PA                                                                                      | TRANSFER TRANSACTIONS             | 09: 41: 01                 |
|                                                                                                          | TRAN OT                           | MSWCH                      |
| Prop Case No: 804101 9237C131                                                                            | Item Id: 01                       | Current Qty: 1             |
| Local Ref No:                                                                                            | Turn-In Doc No:                   |                            |
| Item Name/Desc: TEST T19 COMPONENT                                                                       | /                                 |                            |
| Disposition Qty: *****                                                                                   | Actual Prop Removal Date: ** ** * |                            |
| Trans Id: T16                                                                                            | ECN:                              |                            |
| ===== TRANSFeree INFORMATION =====                                                                       |                                   |                            |
| Requestor Name: *****                                                                                    | Phone: ( 123 ) 456 - 7890         |                            |
| Agency Name: TEST10                                                                                      |                                   |                            |
| Address: TEST10                                                                                          | Type: ALT                         |                            |
|                                                                                                          | Sub: HS                           |                            |
| City: TEST10                                                                                             | State: AL                         | Zip: 12345                 |
| Province: _____                                                                                          | Country: _____                    |                            |
| Approved By: _____                                                                                       | Approved: ** ** *                 |                            |
| Doc No: *****                                                                                            | Print SF-120 Correction: _        | GSA Rpt Date: 08 / 27 / 99 |
| Transferee is Contractor/Grantee (C,G, ' '): _                                                           |                                   | Withdrawal Date:           |
| Txn Desc: _____                                                                                          | More: _                           |                            |
| Next Prop Case No: _____                                                                                 | Next Item Id: _                   | Retain (Y/N): _            |
| Navigation: _____                                                                                        |                                   |                            |
| Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - - |                                   |                            |
| HELP LOPF PREV RVW CNCL                                                                                  |                                   | EXIT                       |

## INPUT DATA

- Disposition Qty
- Actual Prop Removal Date input format = **MM/DD/YYYY**
- Transferee Information
  - Requestor Name
  - Phone
  - Agency Name
  - Address
  - City
  - State
  - Zip
  - Transferee is Contractor/Grantee input value = **C, G,** or **blank**
  - Doc No

- Approved By
- Approved input format = **MM/DD/YYYY**
- Print SF-120 Withdrawal/Correction input value = **C** or **blank**
- Txn Desc
- More input value = **Y** or **blank**
- Next Prop Case No
- Next Item Id
- Retain input value = **Y** or **N** (Default = N)

**NOTE:** If the user enters **Y** at Retain, certain data elements on the screen are saved and are displayed for the processing of the next case. Retain is applicable in conjunction with Next Prop Case No.

- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

If Print SF-120 Withdrawal/Correction equals **C**, a pop-up window (ND5100MD) is displayed to enter the Withdrawal/Correction Narrative.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                      |                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|----------------|
| NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                      | 03/02/01       |
| ND5105MA / ND5116PA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                      | 13: 59: 40     |
| DONATION TRANSACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                      | MSXXX          |
| DO P                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                      |                |
| Prop Case No: 804101 1060S161                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Item Id: 01                          | Current Qty: 1 |
| Local Ref No:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Turn-In Doc No:                      |                |
| Item Name/Desc: DISPLAY UNIT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | /                                    |                |
| Disposition Qty: 1****                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Actual Prop Removal Date: 02 01 2001 |                |
| Trans Id: T16                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | ECN: G031466                         |                |
| =====                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                      | =====          |
| Reque                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 5                                    |                |
| Ag                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                      |                |
| <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%;"> <p style="text-align: center;">ND5100MD</p> <p style="text-align: center;">GSA Withdrawal Approval Date: 01 02 2001</p> <p style="text-align: center;">Withdrawal /Correction Narrative:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p style="text-align: right;">2001</p> <p style="text-align: right;">/ 96</p> <p style="text-align: right;">2001</p> <p style="text-align: right;">e: _</p> <p style="text-align: right;">): _</p> <p style="text-align: center;">Enter 'C' to Cancel: _</p> </div> |                                      |                |
| Appro                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                      |                |
| Doc N                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                      |                |
| Trans                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                      |                |
| Txn D                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                      |                |
| Next                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                      |                |
| Navig                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                      |                |
| Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                      |                |
| HELP LOPF PREV RVW CNCL <span style="float: right;">EXIT</span>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                      |                |

## INPUT DATA

- Withdrawal/Correction Narrative
- Enter 'C' to Cancel input value = **C** or **blank**
- Press **<Enter>**. If a **C** is entered at Enter 'C' to Cancel, NPDMS displays the TRANSFER TRANSACTIONS screen (ND5105MA).

|                                            |                                      |
|--------------------------------------------|--------------------------------------|
| NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM   | 03/01/01                             |
| ND5105MA / ND5116PA                        | 10: 09: 04                           |
| TRANSFER TRANSACTIONS                      |                                      |
| TRAN OT                                    | MSXXX                                |
| Prop Case No: 804101 1060S161              | Item Id: 01      Current Qty: 20     |
| Local Ref No: MARSHALL SPACE FLIGHT CENTER | Turn-In Doc No:                      |
| Item Name/Desc: COMPUTER, DIGITAL          | /                                    |
| Disposition Qty: 1****                     | Actual Prop Removal Date: 02 01 2001 |
| Trans Id: T16                              | ECN:                                 |

  

|            |               |
|------------|---------------|
| =====      | =====         |
| Reques Age | <del>44</del> |

ND5100MC      Property Transaction Description:

  
  

NONE \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2001

/

Enter 'C' to Cancel: \_

|                                                                                                                                                                      |                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| Approv<br>Doc No<br>Transf<br>Txn De<br>Next P<br>Navigation: _____<br>Enter- PF13-- PF14-- PF15-- PF16-- PF17-- PF18-- PF19-- PF20-- PF21-- PF22-- PF23-- PF24-- -- | re: Y<br>N): _ |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|

|                                |      |
|--------------------------------|------|
| HELP   LOF   PREV   RVW   CNCL | EXIT |
|--------------------------------|------|

- Property Transaction Description
- Enter 'C' to Cancel input value = **C** or **blank**
- Press **<Enter>**. If a **C** is entered at Enter 'C' to Cancel, NPDMS displays the TRANSFER TRANSACTIONS screen (ND5105MA).
- NPDMS then displays the message *'Entry Reference Number Assigned is: N10'* and remains on the TRANSFER TRANSACTIONS screen for entry of the Next Property Case Number. If Next Property Case Number is blank and the user presses **<Enter>**, NPDMS returns to the TRANSACTION MENU (ND5000MA) screen.

This process allows the user to record the Abandoned or Destroyed Property Disposition with the option of processing the Donation to Public Bodies without Prior GSA Approval Disposition for Controlled (NEMS-tagged) and Non-Controlled NASA Property.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas

with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- Component System records are processed one item at a time.
- From the TRANSACTION MENU (ND5000MA), type **7** at Enter Selection, Prop Case No, optionally an Item Id, and **T18** at Trans Id to access the DONATION TRANSACTIONS screen (ND5110MA).
- Press **<Enter>**. When **T18** is entered at the Trans Id on the Transaction Menu or **18** is entered on the pop-up window (ND5100ME) in the Freeze Process, NPDMS displays the message *'Instead of processing a T18 would you Like to make Property Available for Donation (T11) (Enter 'Y' or 'N')'* on the pop-up window (NDX500MA).

|                                                                                                                                                                                                       |                                                                    |                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|----------------------------------------|
| ND5000MA / ND5000PA                                                                                                                                                                                   | NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM<br>TRANSACTION MENU<br>TX | 03/01/01<br>10: 10: 49<br>MSXXX        |
| Selections:<br>CONVERT T18 TO T11                                                                                                                                                                     |                                                                    |                                        |
| <div style="border: 1px solid black; padding: 5px;"> <p>NDX500MA</p> <p>Instead of processing a T18 would you like to make the property available for donation (T11)? _ (Enter 'Y' or 'N')</p> </div> |                                                                    |                                        |
| 7 Freezes and Dispositions<br>(Includes Scrap and Surveys)                                                                                                                                            |                                                                    |                                        |
| Enter Selection: 7_                                                                                                                                                                                   |                                                                    |                                        |
| Prop Case No:                                                                                                                                                                                         | 804101 1060S161                                                    | Item Id: ____                          |
| ECN:                                                                                                                                                                                                  | _____                                                              | Cust Acct No: _____                    |
| ERN:                                                                                                                                                                                                  | _____                                                              | (For Reversal only)                    |
| Trans Id:                                                                                                                                                                                             | T18_                                                               | (Process Final Disposition w/o Freeze) |
| Navigation: _____                                                                                                                                                                                     |                                                                    |                                        |
| Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -                                                                                              |                                                                    |                                        |
| HELP LOPF PREV RVW CNCL CLEAR EXIT                                                                                                                                                                    |                                                                    |                                        |

- If **Y** is entered, the system displays the DONATION TRANSACTIONS screen (ND5110MA) and the processing continues as described in Section 4.8.7.5.14.
- If **N** is entered, the ABANDONED OR DESTROYED PROPERTY (T18) screen (ND5118MA) is displayed.

|                                                                                                          |                                               |                 |
|----------------------------------------------------------------------------------------------------------|-----------------------------------------------|-----------------|
| NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM                                                                 |                                               | 03/01/01        |
| ND5118MA / ND5118PA                                                                                      | ABANDONED OR DESTROYED PROPERTY (T18)         | 10: 27: 05      |
|                                                                                                          | DI AB                                         | MSXXX           |
| Prop Case No: 804101 1060S161                                                                            | Item Id: 01                                   | Current Qty: 19 |
| Local Ref No: MARSHALL SPACE FLIGHT CENTER                                                               | Turn-In Doc No:                               |                 |
| Item Name/Desc: COMPUTER, DIGITAL                                                                        | /                                             |                 |
| Disposition Qty: *****                                                                                   | Date Prop Abandoned or Destroyed: ** ** ****  |                 |
| ===== ABANDONMENT OR DESTRUCTION SITE =====                                                              |                                               |                 |
| Agency Name: *****                                                                                       | Is the Property being Abandoned or Destroyed? |                 |
| Address: *****                                                                                           | Enter 'A' or 'D': *                           |                 |
| City: *****                                                                                              | State: **                                     | Zip: *****      |
| Witness Names: _____                                                                                     | Phone: ( ____ ) ____ - ____                   |                 |
| Aband/Destruct Doc No: *****                                                                             |                                               |                 |
| Approved By: _____                                                                                       | Approved: ** ** ****                          |                 |
| Txn Desc: *****                                                                                          | More: _                                       |                 |
| Print SF-120 Correction: _                                                                               | GSA Rpt Date: _/ _/ _                         |                 |
| Narrative to GSA: _____                                                                                  | More: _                                       |                 |
| Next Prop Case No: _____                                                                                 | Next Item Id: _                               | Retain (Y/N): _ |
| Navigation: _____                                                                                        |                                               |                 |
| Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - - |                                               |                 |
| HELP LOPF PREV RVW CNCL EXIT                                                                             |                                               |                 |

## INPUT DATA

- Disposition Qty
- Date Prop Abandoned or Destroyed                      input format = **MM/DD/YYYY**
- Abandonment or Destruction Site
  - Agency Name
  - Address
  - Is the Property being Abandoned or Destroyed                      input value = **A** or **D**
  - City
  - State
  - Zip
  - Witness Names
  - Phone
  - Aband/Destruct Doc No



- Approved By
- Approved input format = **MM/DD/YYYY**
- Txn Desc
- More input value = **Y** or **blank**
- Print SF-120 Correction input value = **C** or **blank**
- Narrative to GSA
- More input value = **Y** or **blank**
- Next Prop Case No
- Next Item Id
- Retain input value = **Y** or **N** (Default = N)

**NOTE:** If the user enters **Y** at Retain, certain data elements on the screen are saved and are displayed for the processing of the next case. Retain is applicable in conjunction with Next Prop Case No.

- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

If **Y** is entered at More for Txn Desc, a pop-up window (ND5100MC) is displayed to enter the Property Transaction Description.

|                                                                                             |                                              |                 |
|---------------------------------------------------------------------------------------------|----------------------------------------------|-----------------|
| NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM                                                    |                                              | 03/01/01        |
| ND5118MA / ND5118PA                                                                         | ABANDONED OR DESTROYED PROPERTY (T18)        | 10: 31: 04      |
| DI AB                                                                                       |                                              | MSXXX           |
| Prop Case No: 804101 1060S161                                                               | Item Id: 01                                  | Current Qty: 18 |
| Local Ref No: MARSHALL SPACE FLIGHT CENTER                                                  | Turn-In Doc No:                              |                 |
| Item Name/Desc: COMPUTER, DIGITAL                                                           | /                                            |                 |
| Disposition Qty: 1****                                                                      | Date Prop Abandoned or Destroyed: 02 01 2001 |                 |
| ===== ABANDONMENT OR DESTRUCTION SITE =====                                                 |                                              |                 |
| Agency                                                                                      | eing                                         |                 |
| Ad                                                                                          | royed?                                       |                 |
|                                                                                             | ND5100MC                                     | A               |
| Witnes                                                                                      | Property Transaction Description:            |                 |
|                                                                                             | NONE                                         | _____           |
|                                                                                             | _____                                        |                 |
| Aband/                                                                                      | _____                                        |                 |
| Approv                                                                                      | _____                                        |                 |
| Txn De                                                                                      | 2001                                         |                 |
| Print                                                                                       | ore: Y                                       |                 |
| Narrat                                                                                      | /                                            |                 |
| Next P                                                                                      | ore: _____                                   |                 |
|                                                                                             | N): _____                                    |                 |
| Navigation: _____                                                                           |                                              |                 |
| Enter- PF13- -PF14- -PF15- -PF16- -PF17- -PF18- -PF19- -PF20- -PF21- -PF22- -PF23- -PF24- - |                                              |                 |
| HELP LOPF PREV RVW CNCL EXIT                                                                |                                              |                 |

## INPUT DATA

- Property Transaction Description
- Enter 'C' to Cancel input value = **C** or **blank**
- Press **<Enter>**. If a **C** is entered at Enter 'C' to Cancel, NPDMS displays the TRANSFER TRANSACTIONS screen (ND5118MA).

```

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM
03/02/01
ND5118MA / ND5118PA ABANDONED OR DESTROYED PROPERTY (T18) 13: 59: 40
DO P MSXXX
Prop Case No: 804101 1060S161 Item Id: 01 Current Qty: 1
Local Ref No: Turn-In Doc No:
Item Name/Desc: DISPLAY UNIT /
Disposition Qty: 1**** Actual Prop Removal Date: 02 01 2001
Trans Id: T18 ECN: G031466
=====
Reque 5
Ag ND5100MD
GSA Withdrawal Approval Date: 01 02 2001
Withdrawal /Correction Narrative:

Appro _____ 2001
Doc N _____ / 96
Trans _____ 2001
Txn D _____
Next e: _
Navi Enter 'C' to Cancel: _): _
Enter- PF13- PF14- PF15- PF16- PF17- PF18- PF19- PF20- PF21- PF22- PF23- PF24- --
HELP LOPF PREV RVW CNCL EXIT

```

- Withdrawal/Correction Narrative  
Enter 'C' to Cancel  
input value = **C** or **blank**
- Press **<Enter>**. If a **C** is entered at Enter 'C' to Cancel, NPDMS displays the TRANSFER TRANSACTIONS screen (ND5118MA).
- NPDMS then displays the message *'Entry Reference Number Assigned is: N10'* and remains on the ABANDONED OR DESTROYED (T18) TRANSACTION screen (ND5118MA) for entry of the Next Property Case Number. If Next Property Case Number is blank and the user presses **<Enter>**, NPDMS returns to the TRANSACTION MENU (ND5000MA) screen.

This process allows the user to record the Abandoned or Destroyed Property Disposition with the option of processing the Donation to Public Bodies without Prior GSA Approval Disposition for Controlled (NEMS-tagged) and Non-Controlled NASA Property.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMs displays an appropriate warning or error message

- Component System records are processed one item at a time.
- From the TRANSACTION MENU (ND5000MA), type **7** at Enter Selection, Prop Case No, optionally an Item Id, and **T11** at Trans Id to access the DONATION TRANSACTIONS screen (ND5110MA).
- Press **<Enter>**. NPDMS displays the DONATION TRANSACTIONS screen (ND5110MA).

## INPUT DATA

- 657

- State
- Zip
- Approved By
- Approved input format = **MM/DD/YYYY**
- Doc No
- Print SF-120 Correction input value = **C** or **blank**
- PDO Justification
- More input value = **Y** or **blank**
- Narrative To GSA
- More input value = **Y** or **blank**
- Next Prop Case No
- Next Item Id
- Retain input value = **Y** or **N** (Default = N)

**NOTE:** If the user enters **Y** at Retain, certain data elements on the screen are saved and are displayed for the processing of the next case. Retain is applicable in conjunction with Next Prop Case No.

- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.
- If **Y** is entered at More for PDO Justification, a pop-up window (ND5100MC) is displayed to enter the Property Transaction Description.

## INPUT DATA

- Property Transaction Description
- Enter 'C' to Cancel input value = **C** or **blank**
- Press **<Enter>**. If a **C** is entered at Enter 'C' to Cancel, NPDMS displays the TRANSFER TRANSACTIONS screen (ND5110MA).
- If **Y** is entered at More for Narrative to GSA, a pop-up window (ND5100MD) is displayed to enter the Withdrawal/Correction Narrative.

|                                                                                                          |                                          |                |
|----------------------------------------------------------------------------------------------------------|------------------------------------------|----------------|
| NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM                                                                 |                                          | 03/02/01       |
| ND5118MA / ND5118PA DONATION TRANSACTIONS                                                                |                                          | 13: 59: 40     |
|                                                                                                          |                                          | MSXXX          |
| Prop Case No: 804101 1060S161                                                                            | Item Id: 01                              | Current Qty: 1 |
| Local Ref No:                                                                                            | Turn-In Doc No:                          |                |
| Item Name/Desc: DISPLAY UNIT                                                                             | /                                        |                |
| Disposition Qty: 1****                                                                                   | Actual Prop Removal Date: 02 01 2001     |                |
| Trans Id: T18                                                                                            | ECN: G031466                             |                |
| =====                                                                                                    | =====                                    |                |
| Reque                                                                                                    | 5                                        |                |
| Ag                                                                                                       | ND5100MD                                 |                |
|                                                                                                          | GSA Withdrawal Approval Date: 01 02 2001 |                |
|                                                                                                          | Withdrawal/Correction Narrative:         |                |
| Appro                                                                                                    | _____                                    |                |
| Doc N                                                                                                    | _____                                    |                |
| Trans                                                                                                    | _____                                    |                |
| Txn D                                                                                                    | _____                                    |                |
| Next                                                                                                     | e: -                                     |                |
| Navig                                                                                                    | ): -                                     |                |
| Enter 'C' to Cancel: _                                                                                   |                                          |                |
| Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - - |                                          |                |
| HELP LOPF PREV RVW CNCL EXIT                                                                             |                                          |                |

#### INPUT DATA

- Withdrawal/Correction Narrative
- Enter 'C' to Cancel input value = **C or blank**
- Press **<Enter>**. If a **C** is entered at Enter 'C' to Cancel, NPDMS displays the DONATION TRANSACTIONS screen (ND5110MA).
- NPDMS then displays the message '*Entry Reference Number Assigned is: N10*' and remains on the DONATION TRANSACTIONS screen (ND5110MA) for entry of the Next Property Case Number. If Next Property Case Number is blank and the user presses **<Enter>**, NPDMS returns to the TRANSACTION MENU (ND5000MA) screen.

#### 4.8.7.5.15 Exchange/Sale Transfer of Property T19 Processing

This process allows the user to record the Exchange Sale Transfer of NASA Property cases held on the NPDMS Case File. The Exchange/Sale Indicator is entered during a Controlled/Non-Controlled Add or Change. NASA Property that does not undergo utilization screening can be captured for statistical purposes using the Traded to Vendor process as described in Section 4.8.6 Transaction Processing for Exchange (Trade-In).

**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message

if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- Component System records are processed one item at a time.
- From the TRANSACTION MENU (ND5000MA), type **7** at Enter Selection, Prop Case No, optionally an Item Id, and **T19** at Trans Id to access the TRANSFER TRANSACTIONS screen (ND5105MA).
- Press **<Enter>**. NPDMS displays the TRANSFER TRANSACTIONS screen (ND5105MA).

|                                                                                                          |                                                       |                 |
|----------------------------------------------------------------------------------------------------------|-------------------------------------------------------|-----------------|
| NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM                                                                 |                                                       | 03/01/01        |
| ND5105MA / ND5119PA                                                                                      | TRANSFER TRANSACTIONS                                 | 12: 22: 54      |
|                                                                                                          | EX                                                    | MSXXX           |
| Prop Case No: 804101 5332S097                                                                            | Item Id: 01                                           | Current Qty: 1  |
| Local Ref No: MARSHALL SPACE FLIGHT CENTER                                                               | Turn-In Doc No: 1                                     |                 |
| Item Name/Desc: COMPUTER, MICRO                                                                          | /                                                     |                 |
| Disposition Qty: 1****                                                                                   | Actual Prop Removal Date: ** ** ****                  |                 |
| Trans Id: T19                                                                                            |                                                       | ECN: G031461    |
| ===== TRANSFEEE INFORMATION =====                                                                        |                                                       |                 |
| Requestor Name: *****                                                                                    | Phone: ( ** ) ** - ****                               |                 |
| Agency Name: *****                                                                                       |                                                       |                 |
| Address: *****                                                                                           |                                                       |                 |
| City: *****                                                                                              | State: **                                             | Zip: ****       |
| Province: _____                                                                                          | Country: _____                                        |                 |
| Approved By: _____                                                                                       | Approved: ** ** ****                                  |                 |
| Doc No: *****                                                                                            | Print SF-120 Correction: _ GSA Rpt Date: 01 / 10 / 96 |                 |
| Transferee is Contractor/Grantee (C, G, ' '): _                                                          | Withdrawal Date: _____                                |                 |
| Txn Desc: _____                                                                                          | More: _                                               |                 |
| Next Prop Case No: _____                                                                                 | Next Item Id: _                                       | Retain (Y/N): _ |
| Navigation:                                                                                              |                                                       |                 |
| Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - - |                                                       |                 |
| HELP LOPF PREV RVW CNCL                                                                                  |                                                       |                 |
| EXIT                                                                                                     |                                                       |                 |

#### INPUT DATA

- Disposition Qty
- Actual Prop Removal Date input format = **MM/DD/YYYY**
- Transferee Information
  - Requestor Name
  - Phone
  - Agency Name
  - Address



- City
- State
- Zip
- Transferee is Contractor/Grantee                      input value = **C**, **G**, or **blank**
- Doc No
- Approved By
- Approved                                                      input format = **MM/DD/YYYY**
- Print SF-120 Withdrawal/Correction                      input value = **C** or **blank**
- Txn Desc
- More                                                              input value = **Y** or **blank**
- Next Prop Case No
- Next Item Id
- Retain                                                              input value = **Y** or **N** (Default =N)

**NOTE:** If the user enters **Y** at Retain, certain data elements on the screen are saved and are displayed for the processing of the next case. Retain is applicable in conjunction with Next Prop Case No.

- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

If Print SF-120 Withdrawal/Correction equal **C**, a pop-up window (ND5100MD) is displayed to enter the Withdrawal/Correction Narrative.

|                                                                                                          |                                          |                |
|----------------------------------------------------------------------------------------------------------|------------------------------------------|----------------|
| NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM                                                                 |                                          | 03/02/01       |
| ND5105MA / ND5119PA                                                                                      | TRANSFER TRANSACTIONS                    | 13: 59: 40     |
|                                                                                                          | TRAN N G                                 | MSXXX          |
| Prop Case No: 804101 5332S027                                                                            | Item Id: 01                              | Current Qty: 1 |
| Local Ref No:                                                                                            | Turn-In Doc No:                          |                |
| Item Name/Desc: DISPLAY UNIT                                                                             | /                                        |                |
| Disposition Qty: 1****                                                                                   | Actual Prop Removal Date: 02 01 2001     |                |
| Trans Id: T19                                                                                            | ECN: G031466                             |                |
| =====                                                                                                    | =====                                    |                |
| Reque                                                                                                    | 5                                        |                |
| Ag                                                                                                       | ND5100MD                                 |                |
|                                                                                                          | GSA Withdrawal Approval Date: 01 02 2001 |                |
|                                                                                                          | Withdrawal/Correction Narrative:         |                |
| Appro                                                                                                    | _____                                    |                |
| Doc N                                                                                                    | _____ 2001                               |                |
| Trans                                                                                                    | _____ / 96                               |                |
| Txn D                                                                                                    | _____ 2001                               |                |
| Next                                                                                                     | e: _                                     |                |
| Navig                                                                                                    | ): _                                     |                |
| Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - - |                                          |                |
| HELP LOPF PREV RVW CNCL EXIT                                                                             |                                          |                |

## INPUT DATA

- Withdrawal/Correction Narrative
- Enter 'C' to Cancel input value = **C** or **blank**
- Press **<Enter>**. If a **C** is entered at Enter 'C' to Cancel, NPDMS displays the TRANSFER TRANSACTIONS screen (ND5105MA).

```

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM 03/01/01
ND5105MA / ND5119PA TRANSFER TRANSACTIONS 12: 29: 28
 EX MSXXX
Prop Case No: 804101 5332S097 Item Id: 01 Current Qty: 1
Local Ref No: MARSHALL SPACE FLIGHT CENTER Turn-In Doc No: 1
Item Name/Desc: COMPUTER, MICRO /
Disposition Qty: 1**** Actual Prop Removal Date: 02 01 2001
Trans Id: T19 ECN: G031461
=====
Reques 55
Age Property Transaction Description:

Approv 2001
Doc No 0 / 96
Transf
Txn De
Next P
Navigation:
Enter- PF13-- PF14-- PF15-- PF16-- PF17-- PF18-- PF19-- PF20-- PF21-- PF22-- PF23-- PF24-- --
 HELP LOPF PREV RVW CNCL EXIT

```

- Property Transaction Description
- Enter 'C' to Cancel input value = **C** or **blank**
- Press **<Enter>**. NPDMS displays the pop-up window (ND5119MA). If a **C** is entered at Enter 'C' to Cancel, NPDMS displays the TRANSFER TRANSACTIONS screen (ND5105MA).

|                                                                                             |                                        |                |
|---------------------------------------------------------------------------------------------|----------------------------------------|----------------|
| NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM                                                    |                                        | 03/01/01       |
| DONATION TRANSACTIONS                                                                       |                                        | 12: 29: 28     |
| EX                                                                                          |                                        | MSXXX          |
| Prop Case No: 804101 5332S097                                                               | Item Id: 01                            | Current Qty: 1 |
| Local Ref No: MARSHALL SPACE FLIGHT CENTER                                                  | Turn-In Doc No: 1                      |                |
| Item Nam                                                                                    |                                        |                |
| Disposit                                                                                    |                                        |                |
| Trans Id                                                                                    | ND5119MA                               | 01             |
| =====                                                                                       | Please Enter Additional Data           | 61             |
| Reques                                                                                      | for T19 Transaction:                   | ==             |
| Age                                                                                         | Ordering Agency ID: *                  |                |
|                                                                                             | (N- NASA, F- Other Federal Agency)     |                |
|                                                                                             | Installation No: _____ Org Code: _____ |                |
|                                                                                             | Cust Acct No: _____ Bldg: _____        |                |
|                                                                                             | NEMS User No: _____ Room: _____        | 01             |
| Approv                                                                                      | Reimbursement Amount: *****            | 96             |
| Doc No                                                                                      | Enter 'C' to Cancel: _                 | Y              |
| Transf                                                                                      |                                        | -              |
| Txn De                                                                                      |                                        |                |
| Next P                                                                                      |                                        |                |
| Navigati                                                                                    |                                        |                |
| Enter- PF13- -PF14- -PF15- -PF16- -PF17- -PF18- -PF19- -PF20- -PF21- -PF22- -PF23- -PF24- - |                                        |                |
| HELP LOPF PREV RVW CNCL                                                                     |                                        | EXIT           |

## INPUT DATA

- Installation No
- Org Code
- Cust Acct No
- NEMS User No
- Room
- Reimbursement Amount
- Enter 'C' to Cancel                      input value = **C** or **blank**
- Press **<Enter>**. NPDMS then displays the message '*Entry Reference Number Assigned is: N10*' displays the assigned number and remains on the TRANSFER TRANSACTIONS screen (ND5105MA) for entry of the Next Property Case Number.
- If Next Property Case Number is blank and the user presses **<Enter>**, NPDMS returns to the TRANSACTION MENU (ND5000MA) screen.

#### 4.8.7.5.16 Donation To Other Without Prior GSA Approval

This process allows the user to record the Donation to Other without Prior GSA Approval Disposition of Controlled (NEMS-tagged) and Non-Controlled NASA Property.

**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- Component System records are processed one item at a time.
- From the TRANSACTION MENU (ND5000MA), type **7** at Enter Selection, Prop Case No, optionally an Item Id, and **T20** at Trans Id to access the DONATION TRANSACTIONS screen (ND5110MA).
- Press **<Enter>**. NPDMS displays the DONATION TRANSACTIONS screen (ND5110MA).

```

 NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM 03/01/01
ND5110MA / ND5120PA DONATION TRANSACTIONS 12: 37: 11
 DO OT MSXXX
Prop Case No: 804101 1060S161 Item ID: 01 Current Qty: 15
Local Ref No: MARSHALL SPACE FLIGHT CENTER Turn-In Doc No:
Item Name/Desc: COMPUTER, DIGITAL /
Disposition Qty: ***** Actual Prop Removal Date: ** ** ****
Trans Id: T20 ECN:
===== DONEE INFORMATION =====
Requestor Name: ***** Phone: (____) ____ - ____
Donee Agency: *****
Address: *****
 City: ***** State: ____ Zip: ____
Province: _____ Country: *****
Approved By: _____ Approved: ** ** ****
Doc No: ***** Print SF-120 Correction: _ GSA Rpt Date: / /
PDO Justification: ***** More: _
Narrative to GSA: _____ More: _
Next Prop Case No: _____ Next Item ID: ____ Retain (Y/N): _
Navigation:
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -
 HELP LOPF PREV RVW CNCL EXIT

```

#### INPUT DATA

- Disposition Qty
- Actual Prop Removal Date                      input format = **MM/DD/YYYY**
- Donee Information
  - Requestor Name
  - Phone
  - Donee Agency
  - Address
  - City
  - State
  - Zip
  - Approved By
  - Approved                                      input format = **MM/DD/YYYY**
  - Doc No
  - Print SF-120 Correction                      input format = **C** or **blank**
  - PDO Justification
  - More                                              input value = **Y** or **blank**
  - Narrative To GSA
  - More                                              input value = **Y** or **blank**
- Next Prop Case No
- Next Item Id
- Retain                                              input value = **Y** or **N** (Default = N)

**NOTE:** If the user enters **Y** at Retain, certain data elements on the screen are saved and are displayed for the processing of the next case. Retain is applicable in conjunction with Next Prop Case No.

- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.
- If **Y** is entered at More for PDO Justification, a pop-up window (ND5100MC) is displayed to enter the Property Transaction Description.

|                                                                                                          |                                      |                                   |
|----------------------------------------------------------------------------------------------------------|--------------------------------------|-----------------------------------|
| NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM                                                                 |                                      | 03/01/01                          |
| ND5110MA / ND5120PA                                                                                      | DONATION TRANSACTIONS                | 13: 43: 35                        |
| DO OT                                                                                                    |                                      | MSXXX                             |
| Prop Case No: 804101 1060S161                                                                            | Item ID: 01                          | Current Qty: 15                   |
| Local Ref No: MARSHALL SPACE FLIGHT CENTER                                                               | Turn-In Doc No:                      |                                   |
| Item Name/Desc: COMPUTER, DIGITAL                                                                        | /                                    |                                   |
| Disposition Qty: 1****                                                                                   | Actual Prop Removal Date: 02 01 2001 |                                   |
| Trans Id: T20                                                                                            | ECN:                                 |                                   |
| =====                                                                                                    |                                      |                                   |
| Reques                                                                                                   | ND5100MC                             | Property Transaction Description: |
| Done                                                                                                     | - 5555                               |                                   |
|                                                                                                          | NONE                                 |                                   |
|                                                                                                          | *****                                |                                   |
|                                                                                                          | 2001                                 |                                   |
|                                                                                                          | /                                    |                                   |
| Approv                                                                                                   | Enter 'C' to Cancel: _               |                                   |
| Doc No                                                                                                   | re: Y                                |                                   |
| PDO Ju                                                                                                   | re: _                                |                                   |
| Narra                                                                                                    | N): _                                |                                   |
| Next P                                                                                                   |                                      |                                   |
| Navigation:                                                                                              |                                      |                                   |
| Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - - | HELP LOPE PREV RVW CNCL EXIT         |                                   |

## INPUT DATA

- Property Transaction Description
- Enter 'C' to Cancel input value = **C** or **blank**
- Press **<Enter>**. If a **C** is entered at Enter 'C' to Cancel, NPDMS displays the TRANSFER TRANSACTIONS screen (ND5110MA).

If **Y** is entered at More for Narrative to GSA, a pop-up window (ND5100MD) is displayed to enter the Withdrawal/Correction Narrative.

|                                                                                                          |                                          |                |
|----------------------------------------------------------------------------------------------------------|------------------------------------------|----------------|
| NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM                                                                 |                                          | 03/02/01       |
| ND5110MA / ND5120PA                                                                                      | TRANSFER TRANSACTIONS                    | 13: 59: 40     |
| TRAN N G                                                                                                 |                                          | MSXXX          |
| Prop Case No: 804101 5332S027                                                                            | Item Id: 01                              | Current Qty: 1 |
| Local Ref No:                                                                                            | Turn-In Doc No:                          |                |
| Item Name/Desc: DISPLAY UNIT                                                                             | /                                        |                |
| Disposition Qty: 1****                                                                                   | Actual Prop Removal Date: 02 01 2001     |                |
| Trans Id: T20                                                                                            | ECN: G031466                             |                |
| =====                                                                                                    | =====                                    |                |
| Reque                                                                                                    | 5                                        |                |
| Ag                                                                                                       | ND5100MD                                 |                |
|                                                                                                          | GSA Withdrawal Approval Date: 01 02 2001 |                |
|                                                                                                          | Withdrawal/Correction Narrative:         |                |
| Appro                                                                                                    | _____                                    |                |
| Doc N                                                                                                    | _____                                    |                |
| Trans                                                                                                    | _____                                    |                |
| Txn D                                                                                                    | _____                                    |                |
| Next                                                                                                     | _____                                    |                |
| Navig                                                                                                    | _____                                    |                |
| Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - - | e: _                                     |                |
| HELP LOPF PREV RVW CNCL                                                                                  | ): _                                     |                |
|                                                                                                          | EXIT                                     |                |

#### INPUT DATA

- Withdrawal/Correction Narrative
- Enter 'C' to Cancel input value = **C** or **blank**
- Press **<Enter>**. If a **C** is entered at Enter 'C' to Cancel, NPDMS displays the DONATION TRANSACTIONS screen (ND5110MA).
- NPDMS then displays the message 'Entry Reference Number Assigned is N10' displays the assigned number and remains on the DONATION TRANSACTION screen (ND5110MA) for entry of the Next Property Case Number. If Next Property Case Number is blank and the user presses **<Enter>**, NPDMS returns to the TRANSACTION MENU (ND5000MA) screen.

#### 4.8.7.5.17 Transferred To GSA For Further Disposal Processing

This process allows the user to record the Transfer to GSA for Further Disposal Processing Disposition of Controlled (NEMS-tagged) and Non-Controlled NASA Property.

**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas



with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- Component System records are processed one item at a time.
- From the TRANSACTION MENU (ND5000MA), type **7** at Enter Selection, Prop Case No, optionally an Item Id, and **T12** at Trans Id to access the TRANSFER TRANSACTIONS screen (ND5105MA).
- Press **<Enter>**. NPDMS displays the TRANSFER TRANSACTIONS screen (ND5105MA).

|                                                                                                          |                                                     |                         |
|----------------------------------------------------------------------------------------------------------|-----------------------------------------------------|-------------------------|
| NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM                                                                 |                                                     | 03/01/01                |
| ND5105MA / ND5112PA                                                                                      | TRANSFER TRANSACTIONS                               | 13: 55: 24              |
|                                                                                                          | TRAN G                                              | MSXXX                   |
| Prop Case No: 804101 6305S102                                                                            | Item Id: 01                                         | Current Qty: 1          |
| Local Ref No:                                                                                            | Turn-In Doc No:                                     |                         |
| Item Name/Dsc: COMPUTER, MICRO                                                                           | /                                                   |                         |
| Disposition Qty: 1****                                                                                   | Actual Prop Removal Date: ** ** ****                |                         |
| Trans Id: T12                                                                                            | ECN: G031770                                        |                         |
| ===== TRANSFEREE INFORMATION =====                                                                       |                                                     |                         |
| Requestor Name: *****                                                                                    |                                                     | Phone: ( ** ) ** - **** |
| Agency Name: GENERAL SERVICES ADMINISTRATION*****                                                        |                                                     |                         |
| Address: 410 W. PEACHTREE STREET*****                                                                    |                                                     |                         |
| City: ATLANTA*****                                                                                       | State: GA                                           | Zip: 30365 ____         |
| Province: _____                                                                                          | Country: _____                                      |                         |
| Approved By: _____                                                                                       | Approved: ** ** ****                                |                         |
| Doc No: *****                                                                                            | Print SF-120 Correction: GSA Rpt Date: 12 / 23 / 96 |                         |
| Transferee is Contractor/Grantee (C, G, ' '): _                                                          |                                                     | Withdrawal Date: _____  |
| Txn Desc: _____                                                                                          | More: _                                             |                         |
| Next Prop Case No: _____                                                                                 | Next Item Id: _                                     | Retain (Y/N): _         |
| Navigation:                                                                                              |                                                     |                         |
| Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - - |                                                     |                         |
| HELP LOPE PREV RVW CNCL                                                                                  |                                                     | EXIT                    |

## INPUT DATA

- Disposition Qty
- Actual Prop Removal Date input format = **MM/DD/YYYY**
- Transferee Information
  - Requestor Name
  - Phone

- Doc No
- Approved By
- Approved input format = **MM/DD/YYYY**
- Txn Desc
- More input value = **Y** or **blank**
- Next Prop Case No
- Next Item Id
- Retain input value = **Y** or **N** (Default = N)

**NOTE:** If the user enters **Y** at Retain, certain data elements on the screen are saved and are displayed for the processing of the next case. Retain is applicable in conjunction with Next Prop Case No.

- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

If **Y** is entered at More, a pop-up window (ND5100MC) is displayed to enter the Property Transaction Description.

|                                                                                             |                                      |                                   |
|---------------------------------------------------------------------------------------------|--------------------------------------|-----------------------------------|
| NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM                                                    |                                      | 03/01/01                          |
| ND5105MA / ND5112PA                                                                         | TRANSFER TRANSACTIONS                | 13: 43: 35                        |
| TRAN N G                                                                                    |                                      | MSXXX                             |
| Prop Case No: 8041016305S105                                                                | Item ID: 01                          | Current Qty: 15                   |
| Local Ref No: MARSHALL SPACE FLIGHT CENTER                                                  | Turn-In Doc No:                      |                                   |
| Item Name/Dsc: COMPUTER, DIGITAL                                                            | /                                    |                                   |
| Disposition Qty: 1****                                                                      | Actual Prop Removal Date: 02 01 2001 |                                   |
| Trans Id: T12                                                                               | ECN:                                 |                                   |
| =====                                                                                       |                                      | =====                             |
| Reques                                                                                      | ND5100MC                             | Property Transaction Description: |
| Done                                                                                        | NONE                                 |                                   |
|                                                                                             | _____                                |                                   |
|                                                                                             | _____                                |                                   |
|                                                                                             | _____                                |                                   |
|                                                                                             | _____                                |                                   |
| Approv                                                                                      | *****                                |                                   |
| Doc No                                                                                      | 2001                                 |                                   |
| PDO Ju                                                                                      | /                                    |                                   |
| Narra                                                                                       | re: Y                                |                                   |
| Next P                                                                                      | re: _                                |                                   |
| Navigation:                                                                                 | N): _                                |                                   |
| Enter- PF13- -PF14- -PF15- -PF16- -PF17- -PF18- -PF19- -PF20- -PF21- -PF22- -PF23- -PF24- - |                                      |                                   |
| HELP LOPF PREV RVW CNCL EXIT                                                                |                                      |                                   |

## INPUT DATA

- Property Transaction Description
- Enter 'C' to Cancel input value = **C** or **blank**
- Press **<Enter>**. If a **C** is entered at Enter 'C' to Cancel, NPDMS displays the TRANSFER TRANSACTIONS screen (ND5105MA).
- NPDMS then displays the message 'Entry Reference Number Assigned is: N10' displays the assigned number and remains on the TRANSFER TRANSACTIONS screen (ND5105MA) for entry of the Next Property Case Number. If Next Property Case Number is blank and the user presses **<Enter>**, NPDMS returns to the TRANSACTION MENU (ND5000MA) screen.